CCC Annual Report 2016–17 - Compliance Checklist

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| Summary of requirements | 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 7  | page ii |
| **Accessibility**  | * **Table of contents**
* **Glossary**
 | ARRs – section 9.1  | page iipages 92–94, inside back cover |
| * **Public availability**
 | ARRs – section 9.2  | inside back cover |
| * **Interpreter service statement**
 | *Queensland Government Language Services Policy* ARRs – section 9.3  | page ii |
| * **Copyright notice**
 | *Copyright Act 1968* ARRs – section 9.4  | inside back cover |
| * **Information Licensing**
 | *QGEA – Information Licensing* ARRs – section 9.5  | inside back cover |
| **General information**  | * **Introductory Information**
 | ARRs – section 10.1  | pages 6–8 |
| * **Agency role and main functions**
 | ARRs – section 10.2  | pages 10–12 |
| * **Operating environment**
 | ARRs – section 10.3  | pages 6–8, 14–42 |
| **Non-financial performance**  | **• Government’s objectives for the community**  | ARRs – section 11.1  | n/a |
| **• Other whole-of-government plans / specific initiatives**  | ARRs – section 11.2  | page 6 & 14 |
| **• Agency objectives and performance indicators**  | ARRs – section 11.3  | page 14, 30 |
| **• Agency service areas and service standards**  | ARRs – section 11.4  | page 5 |
| **Financial performance**  | **• Summary of financial performance**  | ARRs – section 12.1  | pages 53–58 |
| **Governance – management and structure**  | * **Organisational structure**
 | ARRs – section 13.1  | page 46 |
| • **Executive management**  | ARRs – section 13.2  | page 44 & 47–48 |
| • **Government bodies (statutory bodies and other entities)**  | ARRs – section 13.3  | n/a |
| • ***Public Sector Ethics Act 1994***  | *Public Sector Ethics Act 1994* ARRs – section 13.4  | page 36 |
| **Governance – risk management and accountability**  | * **Risk management**
 | ARRs – section 14.1  | page 49 |
| • **Audit committee**  | ARRs – section 14.2  | page 50 |
| • **Internal audit**  | ARRs – section 14.3 | page 50 |
| **External scrutiny**  | ARRs – section 14.4  | page 51 |
| • **Information systems and recordkeeping**  | ARRs – section 14.5  | pages 42 & 51 |
| **Governance – human resources**  | **Early retirement, redundancy and retrenchment**  | Directive No.11/12 *Early Retirement, Redundancy and Retrenchment* Directive No.16/16 *Early Retirement, Redundancy and Retrenchment* (from 20 May 2016) ARRs – section 15.2  | page 41 |
| **Open Data**  | **Statement advising publication of information**  | ARRs – section 16  | page ii |
| • **Consultancies**  | ARRs – section 33.1  | page ii |
| • **Overseas travel**  | ARRs – section 33.2  | page ii |
| • **Queensland Language Services Policy**  | ARRs – section 33.3  | page ii |
| **Financial statements**  | • **Certification of financial statements**  | FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1  | pages 59–88 |
| • **Independent Auditor’s Report**  | FAA – section 62 FPMS – section 50 ARRs – section 17.2  | page 89–91 |

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

*ARRs Annual report requirements for Queensland Government agencies*