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 ii  pages 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*