

CCC Annual Report 2016–17 - Compliance Checklist

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	<ul style="list-style-type: none"> • Table of contents • Glossary 	ARRs – section 9.1	page ii pages 92–94, inside back cover
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 9.2	inside back cover
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	page ii
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	inside back cover
	<ul style="list-style-type: none"> • Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	inside back cover
General information	<ul style="list-style-type: none"> • Introductory Information 	ARRs – section 10.1	pages 6–8
	<ul style="list-style-type: none"> • Agency role and main functions 	ARRs – section 10.2	pages 10–12
	<ul style="list-style-type: none"> • Operating environment 	ARRs – section 10.3	pages 6–8, 14–42
Non-financial performance	<ul style="list-style-type: none"> • Government's objectives for the community 	ARRs – section 11.1	n/a
	<ul style="list-style-type: none"> • Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	page 6 & 14
	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 11.3	page 14, 30
	<ul style="list-style-type: none"> • Agency service areas and service standards 	ARRs – section 11.4	page 5
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 12.1	pages 53–58
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 13.1	page 46
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 13.2	page 44 & 47–48
	<ul style="list-style-type: none"> • Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	n/a
	<ul style="list-style-type: none"> • Public Sector Ethics Act 1994 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	page 36
Governance – risk	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	page 49

management and accountability			
	• 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 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (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