

Appendix 1: Compliance checklist

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 	IV
Accessibility	<ul style="list-style-type: none"> • Table of contents • Glossary 	III 113
	<ul style="list-style-type: none"> • Public availability 	II & 2
	<ul style="list-style-type: none"> • Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4
	<ul style="list-style-type: none"> • Information licensing 	QGEA – Information licensing ARRs – section 9.5
General information	<ul style="list-style-type: none"> • Introductory information 	ARRs – section 10.1 1
	<ul style="list-style-type: none"> • Machinery of government changes 	ARRs – section 10.2, 31 and 32 not applicable
	<ul style="list-style-type: none"> • Agency role and main functions 	ARRs – section 10.2 3–4, 112
	<ul style="list-style-type: none"> • Operating environment 	ARRs – section 10.3 3–4, 20, 27, 35–36
Non-financial performance	<ul style="list-style-type: none"> • Government’s objectives for the community 	ARRs – section 11.1 5
	<ul style="list-style-type: none"> • Other whole-of-government plans/ specific initiatives 	ARRs – section 11.2 49
	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 11.3 7–15
	<ul style="list-style-type: none"> • Agency service areas and service standards 	ARRs – section 11.4 16–36
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 12.1 50–53

Summary of requirement		Basis for requirement	Annual report reference
Governance – management and structure	• Organisational structure	ARRs – section 13.1	37
	• Executive management	ARRs – section 13.2	38–39
	• Government bodies (statutory bodies and other entities)	ARRs – section 13.3	2
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	48–49
	• Queensland public service values	ARRs – section 13.5	3
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	42–43
	• Audit committee	ARRs – section 14.2	41–42
	• Internal audit	ARRs – section 14.3	42–43
	• External scrutiny	ARRs – section 14.4	43
	• Information systems and recordkeeping	ARRs – section 14.5	43–44
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	45–46
	• Early retirement, redundancy and retrenchment	Directive No.04/18 Early Retirement, Redundancy and Retrenchment ARRs – section 15.2	45
Open Data	• Statement advising publication of information	ARRs – section 16	2
	• Consultancies	ARRs – section 33.1	data.qld.gov.au
	• Overseas travel	ARRs – section 33.2	data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 33.3	data.qld.gov.au
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	105
	• Independent Auditor’s Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	106–109

Appendix 2: Our locations

For apprenticeship and traineeship enquiries please phone 1800 210 210 or contact us by email at: info@desbt.qld.gov.au

Head office

Postal address: PO Box 15483, City East, Qld, 4002

1 William Street, Level 33, Brisbane, Qld 4000

85 George Street, Levels 5 to 13, Brisbane, Qld 4000

63 George Street, Level 9, Brisbane, Qld, 4000

Regional offices

Brisbane Metro

117 Brisbane Street, Level 3, Ipswich, Qld, 4305

643 Kessels Road, Level 2 Block A, Garden Square, Upper Mount Gravatt, Qld, 4122

1231 Sandgate Road, Level 2 (ground floor), Nundah, Qld, 4012

South East

340 Hope Island Road, Building C, Level 1, Hope Island, Qld, 4212

Darling Downs South West

147 Herries Street, James Cook Centre, Level 1, Toowoomba, Qld, 4350

Cnr Mayne and Feather Streets, Roma, Qld, 4455

North Coast

Cnr Maryborough and Woondoomba Streets, in the State School, Bundaberg, Qld, 4670

Cnr Alice and Lennox Streets, Level 1, Maryborough, Qld, 4650

41 Cartwright Road, in the State School, Gympie, Qld, 4570

12 First Avenue, Level 4, Maroochydore, Qld, 4558

10 The Corso, Level 3, North Lakes, Qld, 4509

Central

44 Nelson Street, Level 4, Mackay, Qld, 4740

209 Bolsover Street, Level 4, Rockhampton, Qld, 4700

20–22 Herbert Street, Level 1, Gladstone, Qld, 4680

14 Ruby Street, Emerald, Qld, 4720

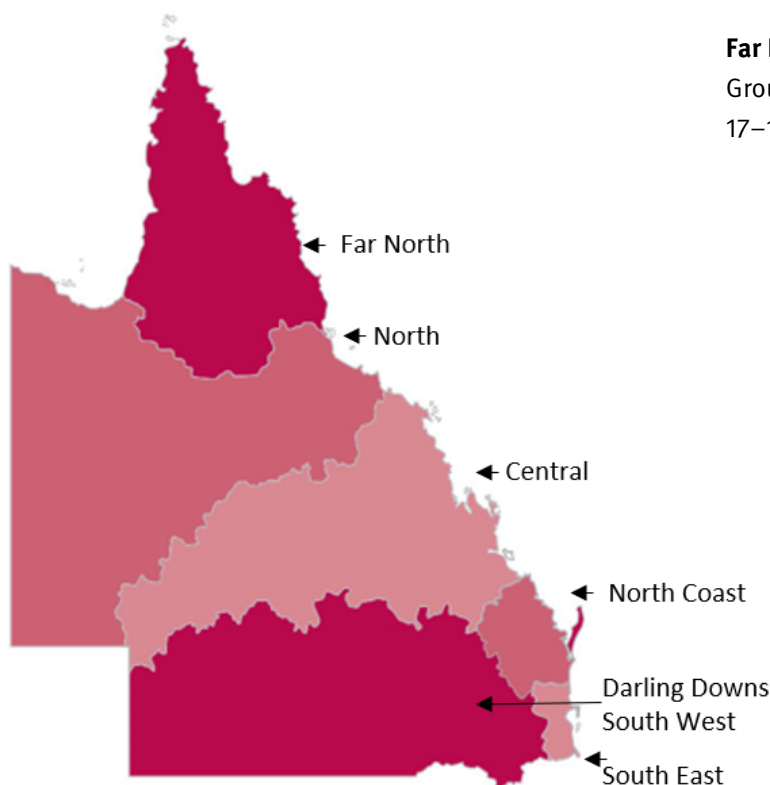
North

51 Miles Street, Mount Isa, Qld, 4825

445 Flinders Street, Level 7, Townsville, Qld, 4810

Far North

Ground Floor, State Government Building, 17–19 Sheridan Street, Cairns, Qld, 4870



Appendix 3: Glossary of terms

The meanings of the following acronyms and/or abbreviations used in the report and listed below.

Acronyms	Meaning
AO	Administration Officer
ARC	Audit and Risk Committee
ARRs	Annual report requirements for Queensland Government agencies
ASBQS	<i>Advancing Small Business Queensland Strategy 2016–20</i>
BOM	Board of Management
CEO	Chief Executive Officer
CPA	Certified Practising Accountant
Cth	Commonwealth
DATSIP	Department of Aboriginal and Torres Strait Islander Partnerships
DESBT	Department of Employment, Small Business and Training
DFV	Domestic and Family Violence
DPC	Department of the Premier and Cabinet
FAA	<i>Financial Accountability Act 2009</i>
FPMS	<i>Financial and Performance Management Standard 2019</i>
GST	goods and services tax
HR	Human Resources
ICT	Information Communication Technology
ISMS	Information Security Management System
ISO	International Organization for Standardization
LGBTIQ+	lesbian, gay, bisexual, transgender, intersex and queer
pa	per annum
PO	Professional Officer
PSC	Public Service Commission
QAO	Queensland Audit Office
Qld	Queensland
QSS	Queensland Shared Services
RSIS	Regional Skills Investment Strategy
SATs	School-based Apprenticeships and Traineeships
SBRR	Small Business Regulatory Reform
SDS	Service Delivery Statements
SES	Senior Executive Service
SO	Senior Officer
SQW	Skilling Queenslanders for Work
TAFE	Technical and Further Education
VET	vocational education and training
WOG	whole-of-government

