

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 	ARRs – section 7	V
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	IV 108
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	III
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3	III
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4	III
	<ul style="list-style-type: none"> Information licensing 	QGEA – Information Licensing ARRs – section 9.5	III
General information	<ul style="list-style-type: none"> Introductory information 	ARRs – section 10	1-4
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community and whole-of-government plans/specific initiatives 	ARRs – section 11.1	5
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.2	5-10
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.3	11-34
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	54-57
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	35
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	36-37
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	III
	<ul style="list-style-type: none"> Public sector ethics 	Public Sector Ethics Act 1994 ARRs – section 13.4	49

Summary of requirement		Basis for requirement	Annual report reference
	• Human rights	Human Rights Act 2019 ARRs – section 13.5	43-45
	• Queensland public service values	ARRs – section 13.6	3
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	42
	• Audit committee	ARRs – section 14.2	39-41
	• Internal audit	ARRs – section 14.3	42-43
	• External scrutiny	ARRs – section 14.4	45
	• Information systems and recordkeeping	ARRs – section 14.5	45-46
	• Information security attestation	ARRs – section 14.6	41, 45
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	49-53
	• Early retirement, redundancy and retrenchment	Directive No. 04/18 Early Retirement, Redundancy and Retrenchment ARRs – section 15.2	50
Open Data	• Statement advising publication of information	ARRs – section 16	III
	• Consultancies	ARRs – section 33.1	III
	• Overseas travel	ARRs – section 33.2	III
	• Queensland Language Services Policy	ARRs – section 33.3	data.qld.gov.au III
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	58-101
	• Independent Auditor's report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	102-105

FAA

Financial Accountability Act 2009

FPMS

Financial and Performance Management Standard 2019

ARRs

Annual report requirements for Queensland Government agencies

Appendix 2: Glossary of terms

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

AO
Administration Officer

ARC
Audit and Risk Committee

CEO
Chief Executive Officer

DESBT
Department of Employment, Small Business and Training

GST
goods and services tax

ICT
Information Communication Technology

MP
Member of Parliament

NAIDOC
National Aborigines and Islanders Day Observance Committee

NCVER
National Centre for Vocational Education Research

PDF
portable document format

PO
Professional Officer

Qld
Queensland

SES
Senior Executive Service

SETP
Southbank Education Training Precinct
Public Private Partnership (SETP)

SMS
Short Message Service

SO
Senior Officer

SQW
Skilling Queenslanders for Work

TAFE
Technical and Further Education

VET
vocational education and training



