## Appendix 1: Compliance checklist

Summary of requirement		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	V
Accessibility	Table of contents	ARRs – section 9.1	IV
	Glossary		108
	Public availability	ARRs – section 9.2	III
	Interpreter service statement	Queensland Government Language Services Policy	
		ARRs – section 9.3	
	Copyright notice	Copyright Act 1968	Ш
		ARRs – section 9.4	
	Information licensing	QGEA – Information Licensing	
		ARRs – section 9.5	
General information	Introductory information	ARRs – section 10	1-4
Non-financial performance	Government's objectives for the community and whole-of- government plans/specific initiatives	ARRs – section 11.1	5
	Agency objectives and performance indicators	ARRs – section 11.2	5-10
	Agency service areas and service standards	ARRs – section 11.3	11-34
Financial performance	Summary of financial performance	ARRs – section 12.1	54-57
Governance – management and structure	Organisational structure	ARRs – section 13.1	35
	Executive management	ARRs – section 13.2	36-37
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3	111
	Public sector ethics	Public Sector Ethics Act 1994	49
		ARRs – section 13.4	

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	50
		ARRs – section 15.2	
Open Data	Statement advising publication of information	ARRs – section 16	111
	Consultancies	ARRs – section 33.1	ш
	Overseas travel	ARRs – section 33.2	
	Queensland Language Services Policy	ARRs – section 33.3	<u>data.qld.gov.</u> <u>au</u> 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 FPMS ARRs	Financial Accountability Act 2009 Financial and Performance Management Standard 2019 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)

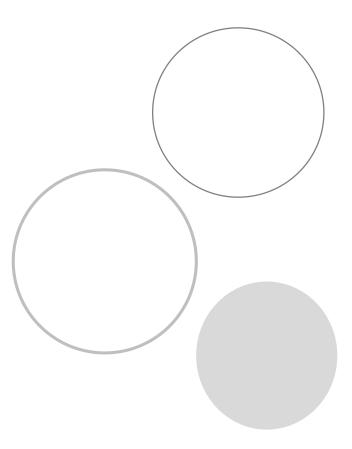
SMS Short Message Service

SO Senior Officer

SQW Skilling Queenslanders for Work

TAFE Technical and Further Education

VET vocational education and training



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