

Appendix 15 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	Letter of compliance p iii	
Accessibility <ul style="list-style-type: none"> • Table of contents • Glossary 	ARRs – section 9.1	Contents p iv–viii Glossary p 109–110	
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 9.2	Inside cover p ii About this report p 1
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	About this report p 1
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	Inside cover p ii
	<ul style="list-style-type: none"> • Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Not applicable
General information <ul style="list-style-type: none"> • Introductory Information • Machinery of Government changes • Agency role and main functions • Operating environment 	ARRs – section 10.1	Chairperson’s message p 3–4	
	ARRs – section 10.2, 31 and 32	Agency role and main functions p 6	
	ARRs – section 10.2	Agency role and main functions p 5–7	
	ARRs – section 10.3	Remuneration of members of the Board p 12 Operating environment p 13–23 Business operations p 24–27 Programs p 28–30	
Non-financial performance <ul style="list-style-type: none"> • Government’s objectives for the community • Other whole-of-government plans / specific initiatives • Agency objectives and performance indicators 	ARRs – section 11.1	Performance report p 41	
	ARRs – section 11.2	Performance report p 41	
	ARRs – section 11.3	Business operations p 24–27 Accountabilities	

Summary of requirement		Basis for requirement	Annual report reference
			p 33–38 Performance report p 41–43 Proposed forward operations p 43
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	Business operations p 24–27
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	Summary of Board's financial performance p 44–45
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	Membership and structure p 8 Membership p 9
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	Member profiles p 10–11
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	Agency role and main functions p 5–7 Membership and structure p 8–12 Accountabilities p 33–38
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Policies and procedures p 31
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5	Accountabilities p 36–37
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6	Not applicable
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	Accountabilities p 38
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	Not applicable
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3	Accountabilities p 38
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4	Accountabilities p 33
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5	Information systems and recordkeeping p 39–40
Governance – human resources	<ul style="list-style-type: none"> Strategic workforce planning and performance 	ARRs – section 15.1	Accountabilities p 38

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Accountabilities p 38
Open Data	<ul style="list-style-type: none"> • Statement advising publication of information 	ARRs – section 16	Open data strategy p 40
	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 33.1	https://nssab.qld.edu.au/Publications/opendata.php
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 33.2	Not applicable
	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 33.3	Not applicable
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Independent auditor report p 61
	<ul style="list-style-type: none"> • Independent Auditor's Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Independent auditor report p 59–61

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*