

Appendix 16 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 1	
Accessibility <ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	Contents p iii-vii Glossary p 103-104	
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	Inside cover p ii About this report p 2
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3	About this report p 2
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4	Inside cover p ii
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 9.5	Not applicable
General information <ul style="list-style-type: none"> Introductory Information 	ARRs – section 10	Chairperson's message p 4	
Non-financial performance <ul style="list-style-type: none"> Government's objectives for the community and whole-of-government plans/specific initiatives Agency objectives and performance indicators Agency service areas and service standards 	ARRs – section 11.1	Performance report p 37	
	ARRs – section 11.2	Business operations p 21-25 Accountabilities p 31-34 Performance report p 37-39 Proposed forward operations p 39	
	ARRs – section 11.3	Business operations p 21-25	
Financial performance <ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	Summary of Board's financial performance p 40-41	
Governance – management and structure <ul style="list-style-type: none"> Organisational structure Executive management 	ARRs – section 13.1	Membership and structure p 8 Membership p 9	
	ARRs – section 13.2	Member profiles p 10–11	

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	<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 31-34
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Policies and procedures p 29
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5	Accountabilities p 33-34
	<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 34
	<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 34
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4	Accountabilities p 31
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5	Information systems and recordkeeping p 35-36
	<ul style="list-style-type: none"> Information Security attestation 	ARRs – section 14.6	Not applicable
Governance – human resources	<ul style="list-style-type: none"> Strategic workforce planning and performance 	ARRs – section 15.1	Accountabilities p 34
	<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 34
Open Data	<ul style="list-style-type: none"> Statement advising publication of information 	ARRs – section 16	Open data strategy p 36
	<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 57

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<ul style="list-style-type: none"> • Independent Auditor's Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Independent auditor report p 55-57

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*