

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	IV
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	III 102
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	II
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3	II
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	II
	<ul style="list-style-type: none"> Information licensing 	<i>QGEA – Information licensing</i> ARRs – section 9.5	II
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	2, 3, 101
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	2, 3, 12, 19, 28, 29
Non-financial performance	<ul style="list-style-type: none"> Government’s objectives for the community 	ARRs – section 11.1	4
	<ul style="list-style-type: none"> Other whole-of-government plans/specific initiatives 	ARRs – section 11.2	40
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	4–6
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	10–29
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	45–48
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	30
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	31, 32

Summary of requirement		Basis for requirement	Annual report reference
Governance – management and structure	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	II
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	43
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5	37, 38
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6	2
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	36
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	34, 35
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3	36, 37
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4	38
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5	39
Governance – human resources	<ul style="list-style-type: none"> Strategic workforce planning and performance 	ARRs – section 15.1	41–44
	<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	42
Open Data	<ul style="list-style-type: none"> Statement advising publication of information 	ARRs – section 16	II
	<ul style="list-style-type: none"> Consultancies 	ARRs – section 33.1	data.qld.gov.au
	<ul style="list-style-type: none"> Overseas travel 	ARRs – section 33.2	data.qld.gov.au
	<ul style="list-style-type: none"> Queensland Language Services Policy 	ARRs – section 33.3	data.qld.gov.au
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	94
	<ul style="list-style-type: none"> Independent Auditor’s Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	95–98

Appendix 2: Our locations

To contact us by email, use our email box:
info@desbt.qld.gov.au

For apprenticeship and traineeship enquiries please contact Apprenticeships Info on 1800 210 210 or **apprenticeshipsinfo@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

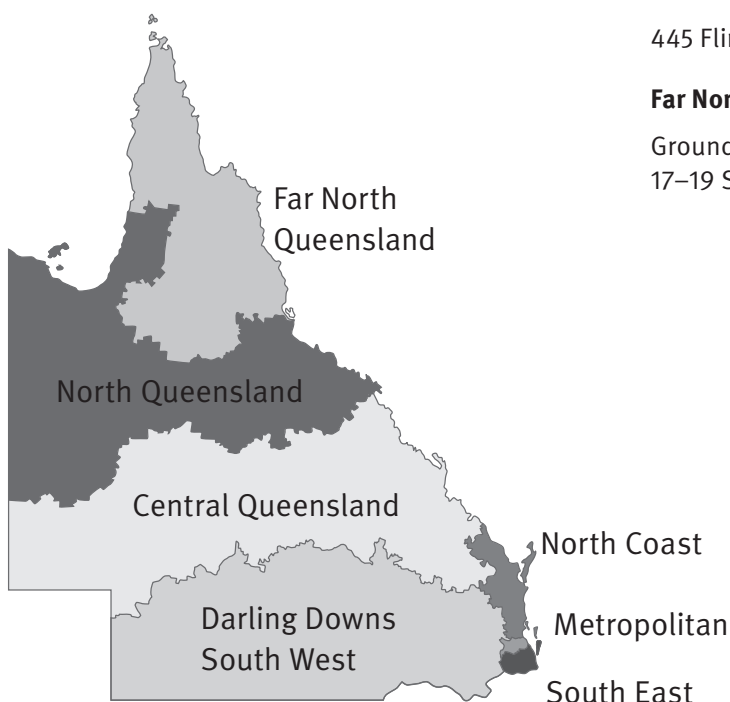


Figure 3: Map of Queensland DESBT regions.

Appendix 3: Glossary of terms

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

AO Administration Officer	No. Number
ARC Audit and Risk Committee	PO Professional Officer
ARRs Annual report requirements for Queensland Government agencies	Qld Queensland
ASBQS <i>Advancing Small Business Queensland Strategy 2016–20</i>	SES Senior Executive Service
BQ Business Queensland	SME small medium enterprise
BOM Board of Management	SO Senior Officer
CEO Chief Executive Officer	SQW Skilling Queenslanders for Work
Cth Commonwealth	TAFE Technical and Further Education
DESBT Department of Employment, Small Business and Training	VET vocational education and training
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	
NCVER National Centre for Vocational Education Research	

