

Summary of requirement		Basis for requirement	Annual report reference
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 8.1	Table of contents - Page 3. Glossary - Page 37.
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 8.2	Communication objective - Page 1.
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i>	Translation - Page 1.
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i>	Copyright notice - Page 1
Letter of Compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)</li> </ul>	ARRs – section 9	Letter of compliance - Page 2.
Introductory Information	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 10.3	President's message - Page 6.
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 10.3	
	<ul style="list-style-type: none"> <li>External scrutiny</li> </ul>	ARRs – section 10.3	Executive Director's message – Page 8.
	<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>	ARRs – section 10.3	
	<ul style="list-style-type: none"> <li>Review of proposed forward operations</li> </ul>	ARRs – section 10.3	
Non-Financial Performance	<ul style="list-style-type: none"> <li>Government objectives for the community</li> </ul>	ARRs – section 11.2	Non-financial performance - Page 11.
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.5	Not applicable. QCAT not included in Annual Plan.
	<ul style="list-style-type: none"> <li>Agency outputs and output performance measures</li> </ul>	ARRs – section 11.6	Not applicable. QCAT not included in Annual Plan.
Financial Performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	Income and expenditure report - Page 10.
	<ul style="list-style-type: none"> <li>Disclosure of budget v actual results</li> </ul>	ARRs – section 12.2	Financial statements for QCAT - Page 35.
	<ul style="list-style-type: none"> <li>Chief Finance Officer (CFO) Statement</li> </ul>	ARRs – section 12.3	Not applicable.
Governance – Management and Structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	Vision, values, goals and organisational structure - Page 4.
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	Governance, management and structure - page 29.
	<ul style="list-style-type: none"> <li>Related entities</li> </ul>	ARRs – section 13.3	Governance, management and structure - page 28.
	<ul style="list-style-type: none"> <li>Schedule of statutory authorities or instrumentalities</li> </ul>	ARRs – section 13.4	Not applicable.
	<ul style="list-style-type: none"> <li>Boards and committees</li> </ul>	ARRs – section 13.5	Governance, management and structure - page 28.
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i> - implementation statement giving details of the action taken during the reporting period</li> </ul>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	Governance, management and structure - page 30.
	<ul style="list-style-type: none"> <li><i>Whistleblowers Protection Act 1994</i> - public interest disclosures received</li> </ul>	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	Governance, management and structure - page 30.

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Governance – Risk Management and Accountability	• Risk management	ARRs – section 14.1	Risk management - page 28.
	• Audit committee	ARRs – section 14.2	Not applicable.
	• Error! Reference source not found.	ARRs – section 14.3	Not applicable.
Governance – Human Resources	• Workforce planning, attraction and retention	ARRs – section 15.1	Workforce planning, attraction and retention - page 30.
	• Early Retirement, Redundancy and Retrenchment	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	Early retirement, redundancy and retrenchment - page 30.
	• Initiatives for women	ARRs – section 15.1 and 15.3	Not applicable.
Governance - Operations	• Consultancies	ARRs – section 16.1	Governance operations - page 31.
	• Overseas travel	ARRs – section 16.2	Governance operations - page 31.
	• Information systems and recordkeeping	<i>Public Records Act 2002</i>	Not applicable.
	• Waste management	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Not applicable.
Other Prescribed Requirements	• Indigenous matters (Queensland Government Reconciliation Action Plan 2009-2012)	<i>Queensland Government Reconciliation Action Plan 2009-2012</i>	Not applicable.
	• Shared services	ARRs – section 17.1	Not applicable.
	• Carbon emissions	<i>Premier's Statement</i>	Not applicable.
Optional Information that may be Reported	• Corrections to previous annual reports	ARRs – section 18.2	<i>Optional</i>
	• Right to Information	<i>Right to Information Act 2009</i>	<i>Optional</i>
	• Information Privacy	<i>Information Privacy Act 2009</i>	<i>Optional</i>
	• Native Title	N/A	<i>Optional</i>
Financial Statements	• Annual general purpose financial statements	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Page 35.
	• Certification of financial statements	FA Act – section 62 FPMS – sections 42, 43 and 50	Not applicable.
	• Independent Auditors Report	FA Act – section 62 FPMS – section 50	Not applicable.
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Year at a glance – Page 9.