

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 Letter of compliance (p.2)
Accessibility	Table of contents	ARRs – section 9.1 Contents (p.3)
	Glossary	Glossary of terms (p.92)
	Public availability	ARRs – section 9.2 Public availability (p.2)
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 Interpreter service statement (p.2)
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4 Copyright (p.2)
	Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5 N/A
General information	Introductory Information	ARRs – section 10.1 CEO's statement (p.4) Chair's statement (p.5) About Tourism and Events Queensland (p.6)
	Agency role and main functions	ARRs – section 10.2 Our role and functions (p.6) Locations (p.10) Tourism and Events Queensland directory (p.89)
	Operating environment	ARRs – section 10.3 About Tourism and Events Queensland (p.6) Our operating environment (p.12) Strategic risks (p.17) Looking forward 2018-19 (p.18) Board meetings (p.39) Statutory obligations (p.42)
Non-financial performance	Government's objectives for the community	ARRs – section 11.1 Queensland Government objectives for the community (p.20)
	Other whole-of-Government plans / specific initiatives	ARRs – section 11.2 Referenced throughout the report
	Agency objectives and performance indicators	ARRs – section 11.3 Tourism landscape (p.14) Industry performance (p.14-16) Queensland brand health (p.17) Objectives and performance indicators (p.21) Annual Performance Statement 2017-18 (p.22) Strategic priorities – highlights 2017-18 (p.23-35) Efficient business operations (p.43)
	Agency service areas and service standards	ARRs – section 11.4 Service areas and service standards (p.22) Annual Performance Statement 2017-18 (p.22)
Financial performance	Summary of financial performance	ARRs – section 12.1 Financial summary (p.46)
Governance – management and structure	Organisational structure	ARRs – section 13.1 Executive management (p.7) Corporate governance (p.36-43) Board meetings (p.39)

SUMMARY OF REQUIREMENT	BASIS FOR REQUIREMENT	ANNUAL REPORT REFERENCE	
Executive management	ARRs – section 13.2	Executive management (p.7) Board meetings (p.39) Board committees (p.37)	
Government bodies (statutory bodies and other entities)	ARRs – section 13.3	Government bodies (p.40)	
<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Statutory obligations (p.42)	
Queensland public service values	ARRs – section 13.5	Our values (p.9)	
Governance: risk management and accountability	Risk management	ARRs – section 14.1	Audit and Remuneration Committee (p.37) Risk management (p.38)
	Audit committee	ARRs – section 14.2	Audit and Remuneration Committee (p.37)
	Internal audit	ARRs – section 14.3	Internal audit (p.38)
	External scrutiny	ARRs – section 14.4	External scrutiny (p.39)
	Information systems and recordkeeping	ARRs – section 14.5	Information systems and recordkeeping (p.42)
Governance - human resources	Strategic workforce planning and performance	ARRs – section 15.1	Workforce planning, attraction and retention (p.44-45)
Open Data	Early retirement, redundancy and retrenchment	Directive 16/16 <i>Early Retirement, Redundancy and Retrenchment</i>	N/A
		Directive 04/18 <i>Early Retirement, Redundancy and Retrenchment</i>	
		ARRs – section 15.2	
	Statement advising publication of information	ARRs – section 16	Open Data (p.43)
	Consultancies	ARRs – section 33.1	N/A
	Overseas travel	ARRs – section 33.2	https://data.qld.gov.au
	Queensland Language Services Policy	ARRs – section 33.3	N/A
Financial statements	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	Financial Report (p.86)
	Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	Independent Auditor's Report (p.87-88)

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

N/A Not applicable

Glossary of terms

AAIF	Attracting Aviation Investment Fund	GC2018	Gold Coast 2018 Commonwealth Games
ABS	Australian Bureau of Statistics	GOLDOC	Gold Coast 2018 Commonwealth Games Corporation
ARRs	Annual report requirements for Queensland Government agencies	GST	Goods and Services Tax
ASCOT	Australian Standing Committee on Tourism	GSP	Gross State Product
ATF	Attracting Tourism Fund	IVS	International Visitor Survey
ATO	Australian Tax Office	KMP	Key Management Personnel
BEI	Brand Equity Index	NSW	New South Wales
CEO	Chief Executive Officer	OVE	Overnight Visitor Expenditure
CM9	Micro Focus Content Manager	QBR	Queen's Baton Relay
CRM	Customer Relationship Management	QDEP	Queensland Destination Events Program
DITID	Department of Innovation, Tourism Industry Development and the Commonwealth Games	QTIC	Queensland Tourism Industry Council
FAA	<i>Financial Accountability Act 2009</i>	RTO	Regional Tourism Organisation
FBT	Fringe Benefits Tax	SGBR	Southern Great Barrier Reef
FPMS	<i>Financial and Performance Management Standard 2009</i>	TA	Tourism Australia
FTE	Full-time equivalent	TEQ	Tourism and Events Queensland
FY	Financial year	TRA	Tourism Research Australia
		WHS	Work Health and Safety