

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.2)	
Accessibility <ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	Contents (p.3) Glossary (p.98)	
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	Public availability (p.2)
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Interpreter service statement (p.2)
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	Copyright (p.2)
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	N/A
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	Chair and CEO statement (p.4) About Tourism and Events Queensland (p.5)	
	ARRs – section 10.2, 31 and 32	N/A	
	ARRs – section 10.2	About Tourism and Events Queensland (p.5) Our role and functions (p.6) Locations (p.6) Tourism and Events Queensland directory (p.97)	
	ARRs – section 10.3	About Tourism and Events Queensland (p.5) Our operating environment (p.7) Strategic risks (p.7) Strategic challenges and opportunities (p.8) Crisis impacts, response and recovery (p.14) Crisis impacts (p.14) COVID-19 response and recovery (p.20) Looking forward 2020-21 (p.23) Statutory obligations (p.38) Board meetings (p.42)	

Summary of requirement	Basis for requirement	Annual report reference	
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1	Our role and functions (p.6) Queensland Government objectives for the community (p.24)
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	COVID-19 response and recovery (p.20) Additional references throughout the report
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	Our role and functions (p.6) Industry performance overview 2019-20 (p.10) COVID-19 response and recovery (p.20) Objectives and performance indicators (p.24) Annual Performance Statement 2019-20 (p.25) Strategic priority highlights 2019-20 (p.26) Efficient business operations (p.39)
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	Service areas and service standards (p.25) Annual Performance Statement 2019-20 (p.25)
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	Financial summary (p.49)
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	Executive management (p.40) Tourism and Events Queensland Board (p.42)
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	Executive management (p.40) Board committees (p.43)
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	Government bodies (p.46)
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Statutory obligations (p.38)
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5	Statutory obligations (p.38)
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6	About Tourism and Events Queensland (p.5)

Summary of requirement	Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 14.1 Audit and Remuneration Committee (p.43) Risk management (p.45)
	• Audit committee	ARRs – section 14.2 Audit and Remuneration Committee (p.43) Internal audit (p.45) External scrutiny (p.45) Government bodies (p.46)
	• Internal audit	ARRs – section 14.3 Internal audit (p.45)
	• External scrutiny	ARRs – section 14.4 External scrutiny (p.45)
	• Information systems and recordkeeping	ARRs – section 14.5 Information systems and recordkeeping (p.39)
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1 High performing organisation (p.36)
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2 N/A
Open Data	• Statement advising publication of information	ARRs – section 16 Open data (p.39)
	• Consultancies	ARRs – section 33.1 Open data (p.39)
	• Overseas travel	ARRs – section 33.2 https://data.qld.gov.au Open data (p.39)
	• Queensland Language Services Policy	ARRs – section 33.3 Open data (p.39)
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1 Financial statements (p.51)
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2 Independent Auditor's Report (p.94)

FAA *Financial Accountability Act 2009*
 FPMS *Financial and Performance Management Standard 2019*
 ARR *Annual report requirements for Queensland Government agencies*
 N/A Not applicable

