

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.97)
	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	Chair's statement (p.4) CEO's statement (p.5) About Tourism and Events Queensland (p.7)
	Machinery of Government changes	ARRs - section 10.2, 31 and 32	N/A
	Agency role and main functions	ARRs - section 10.2	About Tourism and Events Queensland (p.7) Our role and functions (p.7) Locations (p.12) Tourism and Events Queensland directory (p.96)
	Operating environment	ARRs - section 10.3	About Tourism and Events Queensland (p.7) Our operating environment (p.14) Strategic risks (p.15) Influences and opportunities (p.15) Looking forward 2019-20 (p. 20) Statutory obligations (p.45) Board meetings (p.51)
Non-financial performance	Government's objectives for the community	ARRs - section 11.1	Queensland Government objectives for the community (p.21)
	Other whole-of-Government plans / specific initiatives	ARRs - section 11.2	Referenced throughout the report
	Agency objectives and performance indicators	ARRs - section 11.3	Industry performance overview (p.16) Queensland brand health (p.19) Objectives and performance indicators (p.22) Annual Performance Statement 2018-19 (p.23) Strategic priorities - highlights 2018-19 (p.24) Efficient business operations (p.46)
	Agency service areas and service standards	ARRs - section 11.4	Service areas and service standards (p.23) Annual Performance Statement 2018-19 (p.23)
Financial performance	Summary of financial performance	ARRs - section 12.1	Financial summary (p.54)

SUMMARY OF REQUIREMENT		BASIS FOR REQUIREMENT	ANNUAL REPORT REFERENCE
Governance - management and structure	Organisational structure	ARRs - section 13.1	Executive management (p.9) Corporate governance (p.47) Board meetings (p.51)
	Executive management	ARRs - section 13.2	Executive management (p.9) Board committees (p.48) Board meetings (p.51)
	Government bodies (statutory bodies and other entities)	ARRs - section 13.3	Government bodies (p.52)
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs - section 13.4	Statutory obligations (p.45)
	Queensland public service values	ARRs - section 13.5	Our values (p.8)
Governance - risk management and accountability	Risk management	ARRs - section 14.1	Audit and Remuneration Committee (p.49) Risk management (p.50)
	Audit committee	ARRs - section 14.2	Audit and Remuneration Committee (p.49)
	Internal audit	ARRs - section 14.3	Internal audit (p.50)
	External scrutiny	ARRs - section 14.4	External scrutiny (p.51)
	Information systems and recordkeeping	ARRs - section 14.5	Information systems and recordkeeping (p.46)
Governance - human resources	Strategic workforce planning and performance	ARRs - section 15.1	Be a high performing organisation (p.43)
	Early retirement, redundancy and retrenchment	<i>Directive 04/18 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.45)
	Consultancies	ARRs - section 33.1	Open Data (p.45)
	Overseas travel	ARRs - section 33.2	https://data.qld.gov.au Open Data (p.45)
	Queensland Language Services Policy	ARRs - section 33.3	Open Data (p.45)
Financial statements	Certification of financial statements	FAA - section 62 FPMS - sections 42, 43 and 50 ARRs - section 17.1	Financial Report (p.55)
	Independent Auditor's Report	FAA - section 62 FPMS - section 50 ARRs - section 17.2	Independent Auditor's Report (p.93)

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009 (the Financial and Performance Management Standard 2019 came into effect on 1 September 2019)*

ARRs *Annual report requirements for Queensland Government agencies*

N/A Not applicable