

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 Glossary	ARRs – section 91 Contents (p.3) Glossary of terms (p.83)
	Public availability	ARRs – section 9.2 Public Availability (p.2)
	Interpreter service statement	Queensland Government Language Services Policy ARRs – section 9.3 Interpreter service statement (p.2)
	Copyright notice	Copyright Act 1968 ARRs – section 9.4 Copyright (p.2)
	Information Licensing	QGEA – Information Licensing ARRs – section 9.5 N/A
General information	Introductory Information	ARRs – section 10.1 Chairman’s statement (p.5) CEO’s statement (p.4) About Tourism and Events Queensland (p.6)
	Agency role and main functions	ARRs – section 10.2 Our role and functions (p.6) Locations (p.8) Tourism and Events Queensland directory (p.80)
	Operating environment	ARRs – section 10.3 About Tourism and Events Queensland (p.6) Our operating environment (p.10) Strategic risks (p.15) Looking forward 2016-17 (p.15) Board meetings (p.31) Statutory obligations (p.34)
Non-financial performance	Government’s objectives for the community	ARRs – section 11.1 Queensland Government objectives for the community (p.16)
	Other whole-of-Government plans / specific initiatives	ARRs – section 11.2 DestinationQ and other Government priorities (p.27)
	Agency objectives and performance indicators	ARRs – section 11.3 Tourism landscape (p.12) Industry performance (p.10) Queensland brand health (p.15) Objectives and performance indicators (p.16) Annual Performance Statement 2015-16 (p.17) Strategic Priorities – Highlights 2016-17 (p.18) Efficient business operations (p.35)
	Agency service areas and service standards	ARRs – section 11.4 Service areas and service standards (p.17) Annual Performance Statement 2015-16 (p.17)
Financial performance	Summary of financial performance	ARRs – section 12.1 Financial summary (p.38)
Governance - management and structure	Organisational structure	ARRs – section 13.1 Executive management (p.7) Corporate governance (p.28) Board meetings (p.31)
	Executive management	ARRs – section 13.2 Executive management (p.7) Board meetings (p.31) Board committees (p.29)
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3 Government bodies (p.32)
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 Statutory obligations (p.34)
	Queensland public service values	ARRs – section 13.5 Our values (p.8)

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.29) Risk management (p.30)
	Audit committee	ARRs - section 14.2	Audit and Remuneration Committee (p.29)
	Internal audit	ARRs - section 14.3	Internal audit (p.30)
	External scrutiny	ARRs - section 14.4	External scrutiny (p.30)
	Information systems and recordkeeping	ARRs - section 14.5	Information systems and recordkeeping (p.34)
Governance - human resources	Workforce planning and performance	ARRs - section 15.1	Workforce planning, attraction and retention (p.36)
		Directive No.11/12 Early Retirement, Redundancy and Retrenchment	N/A
Open Data	Early retirement, redundancy and retrenchment	Directive No.16/16 Early Retirement, Redundancy and Retrenchment (from 20 May 2016)	
		ARRs - section 15.2	
	Statement advising publication of information	ARRs - section 16	Open Data (p.35)
	Consultancies	ARRs - section 33.1	Open Data (p.35)
	Overseas travel	ARRs - section 33.2	Open Data (p.35)
	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.77)
	Independent Auditor's Report	FAA - section 62 FPMS - section 50 ARRs - section 17.2	Financial Report (p.77)

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
ABS	Australian Bureau of Statistics
ARRs	Annual report requirements for Queensland Government agencies
ASCOT	Australian Standing Committee on Tourism
BEI	Brand Equity Index
CEO	Chief Executive Officer
CRM	Customer Relationship Management
DTEsb	Department of Tourism, Major Events, Small Business and the Commonwealth Games
FAA	Financial Accountability Act 2009
FBT	Fringe Benefits Tax
FPMS	Financial and Performance Management Standard 2009
FTE	Full-time equivalent
FY	Financial year
GC2018	Gold Coast 2018 Commonwealth Games
GOLDOC	Gold Coast 2018 Commonwealth Games Corporation
GST	Good and Services Tax
GSP	Gross State Product
HP-RM8	Hewlett Packard Records Management 81
ICT	Information and Communications Technology
IVS	International Visitor Survey
KMP	Key Management Personnel
NSW	New South Wales
NVS	National Visitor Survey
OAD	Overseas Arrivals and Departures
OAM	Medal of the Order of Australia
OVE	Overnight Visitor Expenditure
QDEP	Queensland Destination Events Program
QTIC	Queensland Tourism Industry Council
RTO	Regional Tourism Organisation
SGBR	Southern Great Barrier Reef
SQC	Southern Queensland Country
TA	Tourism Australia
TEQ	Tourism and Events Queensland
TIQ	Trade and Investment Queensland
TRA	Tourism Research Australia
WHS	Work Health and Safety