

# 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 8	Letter of compliance (p.2)
Accessibility	Table of contents Glossary	ARRs – section 10.1	Contents (p.3) Glossary of terms (p.81)
	Public availability	ARRs – section 10.2	Public availability (p.2)
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Interpreter service statement (p.2)
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 10.4	Copyright (p.2)
	Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 10.5	N/A
General information	Introductory Information	ARRs – section 11.1	Chairman's statement (p.5) CEO's statement (p.4) About Tourism and Events Queensland (p.6)
	Agency role and main functions	ARRs – section 11.2	Our role and functions (p.6) Locations (p.8) Tourism and Events Queensland directory (p.78)
	Operating environment	ARRs – section 11.3	About Tourism and Events Queensland (p.6) Our operating environment (p.9) Strategic risks (p.13) Looking forward 2016-17 (p.13) Board meetings (p.31) Statutory obligations (p.34)
Non-financial performance	Government's objectives for the community	ARRs – section 12.1	Queensland Government objectives for the community (p.14)
	Other whole-of-Government plans / specific initiatives	ARRs – section 12.2	<i>DestinationQ</i> and other Government priorities (p.18) Strategy development (p.19)
	Agency objectives and performance indicators	ARRs – section 12.3	Tourism landscape (p.10) Industry performance (p.10) Queensland brand health (p.13) Objectives and performance indicators (p.14) Annual Performance Statement 2015-16 (p.15) Highlights 2015-16 (p.16) Efficient business operations (p.34)
	Agency service areas and service standards	ARRs – section 12.4	Service areas and service standards (p.15) Annual Performance Statement 2015-16 (p.15)
Financial performance	Summary of financial performance	ARRs – section 13.1	Financial summary (p.37)

Summary of requirement		Basis for requirement	Annual report reference
Governance – management and structure	Organisational structure	ARRs – section 14.1	Executive management (p.7) Corporate governance (p.29) Board meetings (p.31)
	Executive management	ARRs – section 14.2	Executive management (p.7) Board meetings (p.31) Board committees (p.30)
	Government bodies (statutory bodies and other entities)	ARRs – section 14.3	Government bodies (p.32)
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	Statutory obligations (p.34)
	Queensland public service values	ARRs – section 14.5	Our values (p.8)
Governance – risk management and accountability	Risk management	ARRs – section 15.1	Audit and Remuneration Committee (p.30) Risk management (p.30)
	Audit committee	ARRs – section 15.2	Audit and Remuneration Committee (p.30)
	Internal audit	ARRs – section 15.3	Internal audit (p.30)
	External scrutiny	ARRs – section 15.4	External scrutiny (p.30)
	Information systems and recordkeeping	ARRs – section 15.5	Information systems and recordkeeping (p.34)
Governance – human resources	Workforce planning and performance	ARRs – section 16.1	Workforce planning, attraction and retention (p.35)
	Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	N/A
Open Data	Consultancies	ARRs – section 17 ARRs – section 34.1	Open Data (p.34)
	Overseas travel	ARRs – section 17 ARRs – section 34.2	Open Data (p.34)
	Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	N/A
Financial statements	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Financial Report (p.75)
	Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Financial Report (p.76-77)

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

<b>AAIF</b>	Attracting Aviation Investment Fund
<b>ABS</b>	Australian Bureau of Statistics
<b>ARRs</b>	<i>Annual report requirements for Queensland Government agencies</i>
<b>ASCOT</b>	Australian Standing Committee on Tourism
<b>ATE</b>	Australian Tourism Exchange
<b>ATE16</b>	Australian Tourism Exchange 2016
<b>BEI</b>	Brand Equity Index
<b>CEO</b>	Chief Executive Officer
<b>CMC</b>	Country Music Channel
<b>CRM</b>	Customer Relationship Management
<b>DTESB</b>	Department of Tourism, Major Events, Small Business and the Commonwealth Games
<b>DTP</b>	Destination Tourism Plan
<b>FAA</b>	<i>Financial Accountability Act 2009</i>
<b>FPMS</b>	<i>Financial and Performance Management Standard 2009</i>
<b>FTE</b>	Full-time equivalent
<b>FY</b>	Financial year
<b>GC2018</b>	Gold Coast 2018 Commonwealth Games
<b>GCEM</b>	Gold Coast Events Management Ltd.
<b>GOLDOC</b>	Gold Coast 2018 Commonwealth Games Corporation
<b>GSP</b>	Gross State Product
<b>HP-RM8</b>	Hewlett Packard Records Management 8.1
<b>ICT</b>	Information and Communications Technology
<b>ITU</b>	International Triathlon Union
<b>IVS</b>	International Visitor Survey
<b>K-Pop</b>	Korean pop music
<b>MOU</b>	Memorandum of Understanding
<b>NRL</b>	National Rugby League
<b>NSW</b>	New South Wales
<b>NVS</b>	National Visitor Survey
<b>OAD</b>	Overseas Arrivals and Departures
<b>OAM</b>	Medal of the Order of Australia
<b>PR</b>	Public relations
<b>Q-Pop</b>	'Queensland Pop' - TEQ's global tourism campaign featuring Rain
<b>QAO</b>	Queensland Audit Office
<b>QDEP</b>	Queensland Destination Events Program
<b>QPAC</b>	Queensland Performing Arts Centre
<b>QTIC</b>	Queensland Tourism Industry Council
<b>RTO</b>	Regional Tourism Organisation
<b>SDS</b>	Service Delivery Statement
<b>SGBR</b>	Southern Great Barrier Reef
<b>SQC</b>	Southern Queensland Country
<b>TEQ</b>	Tourism and Events Queensland
<b>TEQEO</b>	Tourism and Events Queensland Employing Office
<b>TIQ</b>	Trade and Investment Queensland
<b>TRA</b>	Tourism Research Australia
<b>UCI</b>	Union Cycliste Internationale
<b>WHS</b>	Work Health and Safety