

Community Services Industry (Portable Long Service Leave) Authority Compliance Checklist

* QLeave administers the *Community Services Industry (Portable Long Service Leave) Act 2020* on behalf of the Community Services Industry (Portable Long Service Leave) Authority. For specific details of statutory requirements please access the QLeave Annual Report 2020-21 at www.qleave.qld.gov.au.

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	i
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	ii
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	Inside back cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Inside back cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	Inside front cover
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Inside front cover
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10	1
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community and whole-of-government plans/specific initiatives 	ARRs – section 11.1	1
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.2	2
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.3	3-5
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	6
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	*
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	*
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	N/A
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	*
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5	*
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6	Inside front cover
	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	12-13

Summary of requirement	Basis for requirement	Annual report reference	
Governance – risk management and accountability	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	13
	<ul style="list-style-type: none"> • Internal audit 	ARRs – section 14.3	12
	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 14.4	13
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 14.5	*
	<ul style="list-style-type: none"> • Information Security attestation 	ARRs – section 14.6	*
Governance – human resources	<ul style="list-style-type: none"> • Strategic workforce planning and performance 	ARRs – section 15.1	*
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	*
Open Data	<ul style="list-style-type: none"> • Statement advising publication of information 	ARRs – section 16	Inside back cover
	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 33.1	https://data.qld.gov.au
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 33.2	https://data.qld.gov.au
	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 33.3	https://data.qld.gov.au
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	18
	<ul style="list-style-type: none"> • Independent Auditor’s Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	19-21

FAA *Financial Accountability Act 2009*
 FPMS *Financial and Performance Management Standard 2019*
 ARRs *Annual report requirements for Queensland Government agencies*