

Contract Cleaning Industry (Portable Long Service Leave) Authority Annual Report 2019-20

Compliance Checklist

* QLeave administers the *Contract Cleaning Industry (Portable Long Service Leave) Act 2005* on behalf of the Contract Cleaning Industry (Portable Long Service Leave) Authority. For specific details of statutory requirements please access the QLeave Annual Report 2019-20 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	1
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 10.2, 31 and 32	N/A
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	1
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	1
Non-financial performance	<ul style="list-style-type: none"> Government’s objectives for the community 	ARRs – section 11.1	1
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	2
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	3-4
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	4-6
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

Summary of requirement	Basis for requirement	Annual report reference	
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	7-8 & 11
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	11
	<ul style="list-style-type: none"> • Internal audit 	ARRs – section 14.3	11
	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 14.4	11
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 14.5	*
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	34
	<ul style="list-style-type: none"> • Independent Auditor's Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	35-36

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*