

Contract Cleaning Industry (Portable Long Service Leave) Authority Annual Report 2017-18 – 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 2017-18 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 N/A
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1 1
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2 1
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 31 and 32 N/A
	<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 1
	<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 5
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"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 *
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.5 Inside front cover
	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1 6-8

Summary of requirement	Basis for requirement	Annual report reference	
Governance – risk management and accountability	• Audit committee	ARRs – section 14.2	*
	• Internal audit	ARRs – section 14.3	8
	• External scrutiny	ARRs – section 14.4	Financial statements 23-25
	• Information systems and recordkeeping	ARRs – section 14.5	8
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	*
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016) ARRs – section 15.2	*
Open Data	• Statement advising publication of information	ARRs – section 16	Inside back cover
	• Consultancies	ARRs – section 33.1	https://data.qld.gov.au
	• Overseas travel	ARRs – section 33.2	https://data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 33.3	https://data.qld.gov.au
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	Financial statements 22
	• Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	Financial statements 23-25

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*