

Contract Cleaning Industry (Portable Long Service Leave) Authority Annual Report 2021-22

Compliance Checklist

QLeave administers the contract cleaning industry Portable Long Service Leave scheme on behalf of the Contract Cleaning Industry (Portable Long Service Leave) Authority. QLeave is the trading name for the Building and Construction Industry (Portable Long Service Leave) Authority. For specific details of statutory requirements please access the QLeave Annual Report 2021-2022 at <https://www.qleave.qld.gov.au/about-us/corporate-publications/annual-report> (select 'Building and Construction Industry').

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 	ARRs – section 7	i
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	ii 42
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	43
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs– Section 9.3	43
	<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 	QGEA – <i>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	2
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.2	2, 3
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.3	Not applicable *
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	6-8
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	11 23 #
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	23 to 26 #
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	43
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	29 #
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5	27 #
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6	Inside front cover

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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	9, 11, 13, 16
	<ul style="list-style-type: none"> Audit Committee 	ARRs – section 14.2	17, 18 #
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3	16
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4	8
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5	9, 10
	<ul style="list-style-type: none"> Information Security attestation 	ARRs – section 14.6	3
Governance – human resources	<ul style="list-style-type: none"> Strategic workforce planning and performance 	ARRs – section 15.1	28, 29 #
	<ul style="list-style-type: none"> Early retirement, redundancy and retrenchment 	<i>Directive 04/18 Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	28 #
Open Data	<ul style="list-style-type: none"> Statement advising publication of information 	ARRs – section 16	43
	<ul style="list-style-type: none"> Consultancies 	ARRs – section 31.1	43
	<ul style="list-style-type: none"> Overseas travel 	ARRs – section 31.2	43
	<ul style="list-style-type: none"> Queensland Language Services Policy 	ARRs – section 31.3	43
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	Financial Statements section 21
	<ul style="list-style-type: none"> Independent Auditor’s Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Financial Statements section 22-24

Note: * The Authority is not an agency included in the Service Delivery Statements.

Acronyms used in the above table:

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*