

# APPENDICES



## APPENDIX A

### Family Responsibilities Board – Schedule of Meetings

Date of FR Board Meeting	Venue	Attendees
8 August 2012	Executive Building 100 George Street Brisbane	Mr Ron Weatherall, Deputy-Director General, Department of Aboriginal and Torres Strait Islander and Multicultural Affairs, Chair on behalf of Jon Grayson; Mr Noel Pearson, Executive Chairman, Cape York Institute for Policy and Leadership; Mr Finn Pratt, Secretary of Families, Housing, Community Services and Indigenous Affairs.
5 November 2012	ADG Meeting Room Neville Bonner Building 6A/75 William Street Brisbane	Mr Wayne Briscoe, A/Deputy-Director General, Policy, Department of Aboriginal and Torres Strait Islander and Multicultural Affairs, Chair on behalf of Jon Grayson; Mr Noel Pearson, Executive Chairman, Cape York Institute for Policy and Leadership; Mr Finn Pratt, Secretary of Families, Housing, Community Services and Indigenous Affairs.
4 February 2013	ADG Meeting Room Neville Bonner Building 6A/75 William Street Brisbane	Ms Debbie Best, Director-General, Policy, Department of Aboriginal and Torres Strait Islander and Multicultural Affairs (Chair); Mr Noel Pearson, Executive Chairman, Cape York Institute for Policy and Leadership; Mr Finn Pratt, Secretary of Families, Housing, Community Services and Indigenous Affairs.
7 May 2013	Novotel 122 Lake Street Cairns	Ms Debbie Best, Director-General, Policy, Department of Aboriginal and Torres Strait Islander and Multicultural Affairs (Chair); Mr Noel Pearson, Executive Chairman, Cape York Institute for Policy and Leadership; Mr Finn Pratt, Secretary of Families, Housing, Community Services and Indigenous Affairs.



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## APPENDIX B - SITTING CALENDAR

### Family Responsibilities Commission 1 July 2012 to 31 December 2012

Week Commencing	Coen	Aurukun	Hope Vale	Mossman Gorge	Cairns Office
2 July					NAIDOC Week
9 July			10, 11		9, 12, 13
16 July	16	17, 18, 19			20 Cairns Show Day
23 July			24	26	23, 25, 27
30 July		31, 1, 2			30 July, 3 August
6 August			7, 8	9	8 FR Board Meeting 6, 10
13 August	13	14, 15, 16			17
20 August			21		20, 22, 23, 24
27 August		28, 29, 30			27, 31
3 September			4, 5	6	3, 7
10 September	10	11, 12, 13			14
17 September			18, 19		17, 20, 21
24 September					Office week
1 October	Public Holiday			4	1 Queen's Birthday extra
8 October		9, 10, 11			8, 12
15 October			16, 17	18	16/17 Estimates 15, 19
22 October	22	23, 24, 25			26
29 October			30, 31		29 Oct, 1, 2 Nov
5 November		6, 7, 8			5 FR Board Meeting 5, 9
12 November			13, 14	15	12, 16
19 November	19	20, 21, 22			23
26 November			27, 28		26, 29, 30
3 December		4, 5, 6			3, 7
10 December			11	13	10, 12, 14
17 December					Office week
24 December		Public Holiday	Public Holiday		27, 28 Office closed for Xmas
31 December		Public Holiday			31 Office closed for Xmas

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## Family Responsibilities Commission 1 January 2013 to 30 June 2013

Week Commencing	Coen	Aurukun	Hope Vale	Mossman Gorge	Cairns Office
7 January					Office week
14 January					Office week
21 January					Office week
28 January	Public Holiday	29, 30, 31			28 Australia Day 1 Feb
4 February			5, 6	7	4 FR Board Meeting 4, 8
11 February	11	12, 13, 14			15
18 February			19, 20	21	18, 22
25 February		26, 27			25, 28 Feb, 1 March
4 March			5, 6	7	4, 8
11 March	11	12, 13			14, 15
18 March			19, 20	21	18, 22
25 March		26, 27			25, 28, 29 Good Friday
1 April	Public Holiday				1 Easter Monday Office Week
8 April					Office Week
15 April			16, 17	18	15, 19
22 April	22	23, 24		Public Holiday	25 ANZAC Day 26
29 April			30, 1		29 April, 2, 3, May
6 May					7 FR Board Meeting Commissioner Week
13 May		14, 15, 16			13, 17
20 May			21, 22	23	20, 24
27 May	27	28, 29, 30			31
3 June			4, 5	6	3, 7
10 June	Public Holiday	11, 12, 13			10 Queens Birthday 14
17 June			18	19	17, 20, 21
24 June					Office Week



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## APPENDIX C - Compliance checklist Family Responsibilities Commission 2012 – 2013 annual report

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister</li> </ul>	ARRs – section 8	Page 4
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 10.1	Page 5 Page 109
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	Page 2
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Page 2
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 10.4	Page 2
	<ul style="list-style-type: none"> <li>Information licensing</li> </ul>	<i>Queensland Government Enterprise Architecture – Information licensing</i> ARRs – section 10.5	N/A
	General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1
<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>		ARRs – section 11.2	Pages 9-17, 42-53
<ul style="list-style-type: none"> <li>Operating environment</li> </ul>		ARRs – section 11.3	Pages 54-56, 103
<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>		ARRs – section 11.4	N/A
Non-financial performance	<ul style="list-style-type: none"> <li>Government objectives for the community</li> </ul>	ARRs – section 12.1	Pages 11-13
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 12.2	Page 59
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 12.3	Page 13
	<ul style="list-style-type: none"> <li>Agency service areas, service standards and other measures</li> </ul>	ARRs – section 12.4	Page 43
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	Pages 50-53
	<ul style="list-style-type: none"> <li>Chief Finance Officer (CFO) statement</li> </ul>	ARRs – section 13.2	N/A

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Summary of requirement		Basis for requirement	Annual report reference
Governance – management and structure	• Organisational structure	ARRs – section 14.1	Pages 58, 60
	• Executive management	ARRs – section 14.2	Page 59
	• Related entities	ARRs – section 14.3	N/A
	• Boards and committees	ARRs – section 14.4	Page 58
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5	Page 63
Governance – risk management and accountability	• Risk management	ARRs – section 15.1	Page 64
	• External scrutiny	ARRs – section 15.2	Pages 39-41
	• Audit committee	ARRs – section 15.3	N/A
	• Internal Audit	ARRs – section 15.4	Page 50
	• Public Sector Renewal Program	ARRs – section 15.5	N/A
	• Information systems and record keeping	ARRs – section 15.7	Page 63
Governance – human resources	• Workforce planning, attraction and retention and performance	ARRs – section 16.1	Page 61
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Page 61
	• Voluntary Separation Program	ARRs – section 16.3	Page 61
Open Data	• Open Data	ARRs – section 17	Page 65
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Page 70
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Pages 101-102
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	Page 61



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## APPENDIX D

### Cape York Welfare Reform

The Cape York Welfare Reforms are a partnership between four CYWR trial communities, the Queensland Government, Australian Government and the Institute. The Cape York Welfare Reforms aim to address passive dependence on welfare and rebuild social norms in the communities.

#### The participating communities

The CYWR trial communities are:

- Aurukun
- Coen
- Hope Vale
- Mossman Gorge.

#### Aurukun

Aurukun is on the western coast of Cape York and is approximately 900 kilometres northwest of Cairns, and about 200 kilometres south of Weipa. The community had an estimated resident adult population of 969 people as at 30 June 2011<sup>1</sup>.

#### Coen

The township of Coen is approximately halfway between Cairns and the tip of Cape York. It is not a discrete Aboriginal community and is part of Cook Shire. The township had an estimated resident adult population of 238 people as at 30 June 2011<sup>1</sup>.

#### Hope Vale

Hope Vale is situated on the Cape York Peninsula and is 46 kilometres northwest of Cooktown. The estimated resident adult population of Hope Vale was 727 people as at 30 June 2011<sup>1</sup>.

#### Mossman Gorge

Mossman Gorge is a small Aboriginal community 75 kilometres north of Cairns, 4 kilometres from Mossman (the nearest town), and approximately 25 kilometres by road from Port Douglas. It is not a discrete Aboriginal community and is part of the Cairns Regional Council area. The community had an estimated resident population of 103 people as at 30 June 2011<sup>2</sup>.

1. Note: Adults 17 years and over provided by the Government Statistician, Queensland Treasury and Trade based the 2011 Australian Bureau of Statistics (ABS) Census of Population and Housing, the Department of Education, Training and Employment student enrolment data and ABS small area unpublished Estimated Resident Population (ERP) data for 2011.
2. Note: Total population provided by the Government Statistician, Queensland Treasury and Trade from the 2011 ABS small area unpublished Estimated Resident Population (ERP) data for 2011.