## Appendix D – Compliance checklist

### Family Responsibilities Commission 2019-2020 annual report

| **Summary of requirement** | **Basis for requirement** | **Annual report reference** |
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| **Letter of compliance** | * **A letter of compliance from the accountable officer or statutory body to the relevant Minister/s**
 | ARRs – section 7 | Page 4 |
| **Accessibility** | * **Table of contents**
* **Glossary**
 | ARRs – section 9.1 | Page 5Page 105 |
| * **Public availability**
 | ARRs – section 9.2 | Page 2 |
| * **Interpreter service statement**
 | *Queensland Government Language Services Policy*ARRs – section 9.3 | Page 2 |
| * **Copyright notice**
 | *Copyright Act 1968*ARRs – section 9.4 | Page 2 |
| * **Information licensing**
 | *QGEA – Information Licensing*ARRs – section 9.5 | N/A |
| **General information** | * **Introductory Information**
 | ARRs – section 10.1 | Page 8 |
| * **Machinery of Government changes**
 | ARRs – section 10.2, 31 and 32 | N/A |
| * **Agency role and main functions**
 | ARRs – section 10.2 | Pages 9-12 |
| * **Operating environment**
 | ARRs – section 10.3 | Pages 13-18 and 32-49 |
| **Non-financial performance** | * **Government’s objectives for the community**
 | ARRs – section 11.1 | Pages 19 |
| * **Other whole-of-government plans / specific initiatives**
 | ARRs – section 11.2 | Pages 19-20 |
| * **Agency objectives and performance indicators**
 | ARRs – section 11.3 | Pages 21-29 and 89 |
| * **Agency service areas and service standards**
 | ARRs – section 11.4 | Page 24 |
| **Financial performance** | * **Summary of financial performance**
 | ARRs – section 12.1 | Pages 30-31 |

| **Summary of requirement** | **Basis for requirement** | **Annual report reference** |
| --- | --- | --- |
| **Governance – management and structure** | * **Organisational structure**
 | ARRs – section 13.1 | Pages 14-15 and 50-52 |
| * **Executive management**
 | ARRs – section 13.2 | Pages 51-52 |
| * **Government bodies (statutory bodies and other entities)**
 | ARRs – section 13.3 | N/A |
| * **Public Sector Ethics**
 | *Public Sector Ethics Act 1994*ARRs – section 13.4 | Page 53 |
| * **Human Rights**
 | *Human Rights Act 2019*ARRs – section 13.5 | Pages 53-54 |
| * **Queensland public service values**
 | ARRs – section 13.6 | Page 52 |
| **Governance – risk management and accountability** | * **Risk management**
 | ARRs – section 14.1 | Page 54 |
| * **Audit committee**
 | ARRs – section 14.2 | N/A |
| * **Internal audit**
 | ARRs – section 14.3 | Page 54 |
| * **External scrutiny**
 | ARRs – section 14.4 | Page 55 |
| * **Information systems and record keeping**
 | ARRs – section 14.5 | Pages 55-56 |
| **Governance – human resources** | * **Strategic workforce planning and performance**
 | ARRs – section 15.1 | Pages 57-59 |
| * **Early retirement, redundancy and retrenchment**
 | Directive No.04/18 *Early Retirement, Redundancy and Retrenchment*ARRs – section 15.2 | Page 57 |
| **Open Data** | * **Statement advising publication of information**
 | ARRs – section 16 | Page 59 |
| * **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 | N/A |
| **Financial statements** | * **Certification of financial statements**
 | FAA – section 62FPMS – sections 38, 39 and 46ARRs – section 17.1 | Page 23 of 26 |
| * **Independent Auditor’s Report**
 | FAA – section 62FPMS – section 46ARRs – section 17.2 | Pages 24-26 of 26 |