



# Appendices

## Appendix D – Compliance checklist

### Family Responsibilities Commission 2019-2020 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/s</li> </ul>	ARRs – section 7	Page 4
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1	Page 5 Page 105
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	Page 2
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Page 2
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4	Page 2
	<ul style="list-style-type: none"> <li>Information licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	N/A
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10.1	Page 8
	<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>	ARRs – section 10.2, 31 and 32	N/A
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 10.2	Pages 9-12
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 10.3	Pages 13-18 and 32-49
Non-financial performance	<ul style="list-style-type: none"> <li>Government’s objectives for the community</li> </ul>	ARRs – section 11.1	Pages 19
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	Pages 19-20
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.3	Pages 21-29 and 89
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.4	Page 24
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	Pages 30-31

# Appendices



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	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Page 53
	• Human Rights	<i>Human Rights Act 2019</i> 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 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Page 57
Open Data	• Statement advising publication of information	ARRs – section 16	Page 59
	• Consultancies	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	• Overseas travel	ARRs – section 33.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	• Queensland Language Services Policy	ARRs – section 33.3	N/A
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Page 23 of 26
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Pages 24-26 of 26