## Appendix E – Compliance checklist

### Family Responsibilities Commission 2020-2021 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**
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* **Glossary**
 | ARRs – section 9.1 | Page 5Page 117 |
| * **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 | Pages 8-23, 48-57, 98 |
| **Non-financial performance** | * **Government’s objectives for the community and whole-of-government plans/specific initiatives**
 | ARRs – section 11.1 | Pages 24-26, 99-100 |
| * **Agency objectives and performance indicators**
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| * **Agency service areas and service standards**
 | ARRs – section 11.3 | Pages 13-47 |
| **Financial performance** | * **Summary of financial performance**
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| **Governance – management and structure** | * **Organisational structure**
 | ARRs – section 13.1 | Pages 10-11, 13-15, 58-60 |
| * **Executive management**
 | ARRs – section 13.2 | Pages 59-60 |
| * **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 61 |
| * **Human Rights**
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| **Summary of requirement** | **Basis for requirement** | **Annual report reference** |
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| **Governance – risk management and accountability** | * **Risk management**
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| * **Information systems and record keeping**
 | ARRs – section 14.5 | Pages 64-65 |
| * **Information security attestation**
 | ARRs – section 14.6 | N/A |
| **Governance – human resources** | * **Strategic workforce planning and performance**
 | ARRs – section 15.1 | Pages 65-67 |
| * **Early retirement, redundancy and retrenchment**
 | Directive No.04/18 *Early Retirement, Redundancy and Retrenchment*ARRs – section 15.2 | Page 65 |
| **Open Data** | * **Statement advising publication of information**
 | ARRs – section 16 | Page 68 |
| * **Consultancies**
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| * **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 21 of 24 |
| * **Independent Auditor’s Report**
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