

APPENDICES



APPENDIX A

Family Responsibilities Board – schedule of meetings

Date of FR Board Meeting	Venue	Attendees
31 July 2013	DATSIMA BOM Meeting Room Neville Bonner Building 6A/75 William Street Brisbane	Mr Ben Klaasen, A/Director-General, 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.
28 October 2013	DATSIMA BOM Meeting Room Neville Bonner Building 6A/75 William Street Brisbane	Mr James Purtill, Director-General, Department of Aboriginal and Torres Strait Islander and Multicultural Affairs (Chair); Mr Noel Pearson, Executive Chairman, Cape York Institute for Policy and Leadership; Ms Liza Carroll, Associate Secretary – Indigenous Affairs, Department of the Prime Minister and Cabinet.
18 February 2014	DATSIMA BOM Meeting Room Neville Bonner Building 6A/75 William Street Brisbane	Mr James Purtill, Director-General, Department of Aboriginal and Torres Strait Islander and Multicultural Affairs (Chair); Mr Noel Pearson, Executive Chairman, Cape York Institute for Policy and Leadership; Ms Liza Carroll, Associate Secretary – Indigenous Affairs, Department of the Prime Minister and Cabinet.
20 May 2014	Corporate Towers Level 9 15 Lake Street Cairns	Mr James Purtill, Director-General, Department of Aboriginal and Torres Strait Islander and Multicultural Affairs (Chair); Ms Fiona Jose, Chief Executive Officer, Cape York Institute for Policy and Leadership representative for Mr Noel Pearson, Executive Chairman, Cape York Institute for Policy and Leadership; Ms Liza Carroll, Associate Secretary – Indigenous Affairs, Department of the Prime Minister and Cabinet (by teleconference).



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APPENDIX B - SITTING CALENDAR

Family Responsibilities Commission 1 July 2013 to 31 December 2013

WEEK COMMENCING	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	OTHER
1 July						NAIDOC Week
8 July	8	9	10	11		
15 July		16	17	18	Public Holiday	19 Cairns Show Day
22 July		23	24			22 Mossman Show
29 July		30	31	1		31 FR Board Meeting
5 August						5 Aurukun Day
12 August	12	13	14	15		
19 August		20	21	22		
26 August		27	28	29		
2 September		3	4	5		
9 September	9	10	11	12		
16 September		17	18	19		
23 September						
30 September						
7 October	Public Holiday	8	9	10		7 Labour Day
14 October	14	15	16	17		
21 October		22	23	24		
28 October		29	30	31		28 FR Board Meeting
4 November		5	6	7		
11 November		12	13	14		
18 November		19	20	21		
25 November	25	26	27	28		
2 December		3 3	4			
9 December						
16 December						
23 December			Public Holiday	Public Holiday		25 Xmas Day, 26 Boxing Day
30 December			Public Holiday			29, 30, 31 December Office Closed, 1 New Year's Day 2, 3 January Office Closed

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Family Responsibilities Commission 1 January 2014 to 30 June 2014

WEEK COMMENCING	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	OTHER
6 January						
13 January						
20 January						
27 January	Public Holiday	28	29	30		27 Australia Day
3 February		4	5			
10 February	10	11	12	13		
17 February		18	19			18 FR Board Meeting
24 February		25	26	27		
3 March		4	5			
10 March		11	12	13		
17 March		18	19			
24 March	24	25	26	27		
31 March		1	2			
7 April						
14 April					Public Holiday	18 Good Friday
21 April	Public Holiday	22	23	24	Public Holiday	21 Easter Monday, 25 ANZAC Day
28 April		29	30			
5 May						Commissioner Week
12 May	12	13	14	15		
19 May		20	21			20 FR Board Meeting
26 May		27	28	29		
2 June		3	4			
9 June	Public Holiday	10	11	12		9 Queens Birthday
16 June		17	18			
23 June	23	24	25	26		
30 June						

	Aurukun		Coen		Hope Vale		Mossman Gorge		Office Days
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APPENDIX C - Compliance checklist Family Responsibilities Commission 2013 – 2014 annual report

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 8	Page 4
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	Page 5 Page 105
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Page 2
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Page 2
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	Page 2
	<ul style="list-style-type: none"> Information licensing 	<i>QGEA - Information Licensing</i> ARRs – section 10.5	N/A
	General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1
<ul style="list-style-type: none"> Agency role and main functions 		ARRs – section 11.2	Pages 9-18
<ul style="list-style-type: none"> Operating environment 		ARRs – section 11.3	Pages 45-51, 58-59, 99
<ul style="list-style-type: none"> Machinery of government changes 		ARRs – section 11.4	N/A
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 12.1	Pages 11-14
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	Pages 11-12, 61
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	Page 13-14
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4	Page 46
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	Pages 52-55
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1	Pages 60-61
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2	Page 60

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Summary of requirement		Basis for requirement	Annual report reference
Governance – management and structure	• Related entities	ARRs – section 14.3	N/A
	• Government bodies	ARRs – section 14.4	N/A
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5	Page 65
Governance – risk management and accountability	• Risk management	ARRs – section 15.1	Page 66
	• External scrutiny	ARRs – section 15.2	Page 66
	• Audit committee	ARRs – section 15.3	N/A
	• Internal Audit	ARRs – section 15.4	Page 52
	• Public Sector Renewal Program	ARRs – section 15.5	N/A
	• Information systems and record keeping	ARRs – section 15.6	Page 65
Governance – human resources	• Workforce planning, attraction and retention and performance	ARRs – section 16.1	Page 62
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Page 63
Open Data	• Open Data	ARRs – section 17	Page 67
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 97-98
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	Page 62



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APPENDIX D

Cape York Welfare Reform

The Cape York Welfare Reforms are a partnership between four CYWR 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 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 933 people as at 30 June 2013¹.

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 237 people as at 30 June 2013¹.

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 750 people as at 30 June 2013¹.

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 Douglas Shire Council area. The community had an estimated resident population of 100 people as at 30 June 2013².

1. Note: Adults 17 years and over provided by the Queensland Government Statistician's Office, Queensland Treasury and Trade based on the Australian Bureau of Statistics (ABS) small area unpublished preliminary Estimated Resident Population (ERP) data for 2013.
2. Note: Total population provided by the Queensland Government Statistician's Office, Queensland Treasury and Trade extracted from the ABS unpublished ERP data at the Statistical Area Level 1 for 2013.