

Compliance checklist

Rockhampton Girls Grammar School Annual Report 2013

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	Pg 45
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	Pg 2 Pg 43-44
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Pg 2
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Pg 2
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	Pg 2
	<ul style="list-style-type: none"> Information licensing 	<i>Queensland Government Enterprise Architecture – Information licensing</i> ARRs – section 10.5	N/A
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	Pg 2-5
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	Pg 7, 38-39
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	Pg 7-15, 27-28, 41
	<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 objectives for the community 	ARRs – section 12.1	Pg 2
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	Pg 8-15, 28-29
	<ul style="list-style-type: none"> Agency service areas, service standards and other measures 	ARRs – section 12.4	Pg 15-27, 29-34
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	Pg 40-41
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – section 13.2	N/A
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1	Pg 6-7
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2	Pg 8
	<ul style="list-style-type: none"> Related entities 	ARRs – section 14.3	N/A
	<ul style="list-style-type: none"> Boards and committees 	ARRs – section 14.4	Pg 7-8

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> • Public Sector Ethics Act 1994 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5	Pg 3
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 15.1	Pg 8
	<ul style="list-style-type: none"> • External Scrutiny 	ARRs – section 15.2	Pg 8
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 15.3	Pg 8
	<ul style="list-style-type: none"> • Internal Audit 	ARRs – section 15.4	Pg 39
	<ul style="list-style-type: none"> • Public Sector Renewal Program 	ARRs – section 15.5	N/A
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 15.7	Pg 39
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning, attraction and retention and performance 	ARRs – section 16.1	Pg 37-38
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	<i>Directive No.11/12 Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Applies to departments and public service offices specified in the Public Service Act 2008 .
	<ul style="list-style-type: none"> • Voluntary Separation Program 	ARRs – section 16.3	Applies to statutory bodies that opted in.
Open Data	<ul style="list-style-type: none"> • Open Data: <ul style="list-style-type: none"> – Overseas travel – Consultancies 	ARRs – section 17	Published online at www.qld.gov.au/data
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Pg 23
	<ul style="list-style-type: none"> • Independent Auditors Report 	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Pg 24 - 25
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	Pg 18

Notes:

- **FA ACT:** *Financial Accountability Act 2009.*
- **FPMS:** *Financial and Performance Management Standard 2009.*
- **ARRs:** *Annual report requirements for Queensland Government agencies.*

Consultancies

Consultancy category	Expenditure (\$)
Professional and Technical	16648
Financial and Accounting	4317
Administration	0
Human resource management	2684
Communication	0

Overseas Travel

None to report