

# Compliance checklist

## Non-State Schools Accreditation Board Annual Report 2015–16

Summary of requirement	Basis for requirement	Annual report reference
<b>Letter of compliance</b> <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 8	Letter of compliance p iii
<b>Accessibility</b> <ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 10.1	Contents p iv–vi Glossary p 104
<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	Inside cover p ii About this report p 1
<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	About this report p 1
<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 10.4	Inside cover p ii
<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 10.5	Not applicable
<b>General information</b> <ul style="list-style-type: none"> <li>Introductory Information</li> <li>Agency role and main functions</li> <li>Operating environment</li> </ul>	ARRs – section 11.1	Chairperson’s message p 2–3
	ARRs – section 11.2	Agency role and main functions p 4–5
	ARRs – section 11.3	Operating environment p 16–20
<b>Non-financial performance</b> <ul style="list-style-type: none"> <li>Government’s objectives for the community</li> <li>Other whole-of-government plans / specific initiatives</li> <li>Agency objectives and performance indicators</li> <li>Agency service areas and service standards</li> </ul>	ARRs – section 12.1	Performance report p 33
	ARRs – section 12.2	Performance report p 33
	ARRs – section 12.3	Business operations p 21–26 Accountabilities p 27–29 Performance report p 33–37 Proposed forward operations p 38
	ARRs – section 12.4	Business operations p 21–26
<b>Financial performance</b> <ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	Financial reports p 39–52

<b>Governance – management and structure</b>	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 14.1	Membership and structure p 6–8
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	Membership and structure p 7–13
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 14.3	Agency role and main functions p 4–5 Membership and structure p 6–15 Accountabilities p 30
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	Business operations p 26
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 14.5	Not applicable
<b>Governance – risk management and accountability</b>	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 15.1	Accountabilities p 30
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 15.2	Not applicable
	<ul style="list-style-type: none"> <li>Internal audit</li> </ul>	ARRs – section 15.3	Accountabilities p 30
	<ul style="list-style-type: none"> <li>External scrutiny</li> </ul>	ARRs – section 15.4	Accountabilities p 27
	<ul style="list-style-type: none"> <li>Information systems and recordkeeping</li> </ul>	ARRs – section 15.5	Information systems and recordkeeping p 31–32
<b>Governance – human resources</b>	<ul style="list-style-type: none"> <li>Workforce planning and performance</li> </ul>	ARRs – section 16.1	Accountabilities p 30
	<ul style="list-style-type: none"> <li>Early retirement, redundancy and retrenchment</li> </ul>	<i>Directive No. 11/12 Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Accountabilities p 30
<b>Open Data</b> <a href="http://www.qld.gov.au/data">www.qld.gov.au/data</a>	<ul style="list-style-type: none"> <li>Consultancies</li> </ul>	ARRs – section 17 ARRs – section 34.1	Not applicable
	<ul style="list-style-type: none"> <li>Overseas travel</li> </ul>	ARRs – section 17 ARRs – section 34.2	Not applicable
	<ul style="list-style-type: none"> <li>Queensland Language Services Policy</li> </ul>	ARRs – section 17 ARRs – section 34.3	Not applicable
<b>Financial statements</b>	<ul style="list-style-type: none"> <li>Certification of financial statements</li> </ul>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Independent auditor report p 50
	<ul style="list-style-type: none"> <li>Independent Auditor's Report</li> </ul>	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Independent auditor report p 51–52

**Notes**

FAA - Financial Accountability Act 2009

FPMS - Financial and Performance Management Standard 2009

ARRs - Annual report requirements for Queensland Government agencies