

Compliance checklist

Non-State Schools Accreditation Board

Annual Report 2016-17

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/s 	ARRs – section 8	Letter of compliance p iii
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	Contents p iv–vi Glossary p 111
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Inside cover p ii About this report p 1
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	About this report p 1
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	Inside cover p ii
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 10.5	Not applicable
	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	Agency role and main functions p 4–6
<ul style="list-style-type: none"> Operating environment 		ARRs – section 11.3	Operating environment p 16–20
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 12.1	Performance report p 33
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	Performance report p 33
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	Business operations p 21–26 Accountabilities p 27–30 Performance report p 33–36 Proposed forward operations p 37
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4	Business operations p 21–26

Summary of requirement		Basis for requirement	Annual report reference
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	Financial reports p 38–53
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1	Membership and structure p 7
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2	Membership and structure p 8–13
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 14.3	Agency role and main functions p 4–5 Membership and structure p 7–15 Accountabilities p 30
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	Business operations p 26
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 14.5	Not applicable
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 15.1	Accountabilities p 30
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 15.2	Not applicable
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 15.3	Accountabilities p 30
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 15.4	Accountabilities p 27-28
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 15.5	Information systems and recordkeeping p 31–32
Governance – human resources	<ul style="list-style-type: none"> Workforce planning and performance 	ARRs – section 16.1	Accountabilities p 30
	<ul style="list-style-type: none"> Early retirement, redundancy and retrenchment 	<i>Directive No. 16/16 Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Accountabilities p 30
Open Data www.qld.gov.au/data	<ul style="list-style-type: none"> Consultancies 	ARRs – section 17 ARRs – section 34.1	Not applicable
	<ul style="list-style-type: none"> Overseas travel 	ARRs – section 17 ARRs – section 34.2	Not applicable
	<ul style="list-style-type: none"> Queensland Language Services Policy 	ARRs – section 17 ARRs – section 34.3	Not applicable
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	Independent auditor report p 51
	<ul style="list-style-type: none"> Independent Auditor's Report 	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Independent auditor report p 52–53