

Compliance checklist

Non-State Schools Accreditation Board Annual Report for 2017 - 2018

	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 7	Letter of compliance p iii
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	Contents p iv–viii Glossary p 166–167
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	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 9.3	About this report p 1
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	Inside cover p ii
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Not applicable
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1	Chairperson's message p 3–4
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	Agency role and main functions p 5–8
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 31 and 32	Agency role and main functions p 6-7
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	Remuneration of members of the Board and Funding Committee p 19–20 Operating environment p 21–26 Business operations p 27–32 Programs p 33–36
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1	Performance report p 46
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	Performance report p 46

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	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 11.3	Business operations p 27–32 Accountabilities p 39–43 Performance report p 46–49 Proposed forward operations p 48
	<ul style="list-style-type: none"> • Agency service areas and service standards 	ARRs – section 11.4	Business operations p 27–32
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 12.1	Summary of Board's financial performance p 50–52
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 13.1	Membership and structure p 9–10 Membership p 11–13
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 13.2	Membership p 11–18
	<ul style="list-style-type: none"> • Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	Agency role and main functions p 5–8 Membership and structure p 9–20 Accountabilities p 42–43
	<ul style="list-style-type: none"> • Public Sector Ethics Act 1994 	<i>Public Sector Ethics Act 1994</i> ARRAs – section 13.4	Policies and procedures p 37
	<ul style="list-style-type: none"> • Queensland public service values 	ARRs – section 13.5	Not applicable
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	Accountabilities p 42
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	Not applicable
Governance – risk management and accountability	<ul style="list-style-type: none"> • Internal audit 	ARRs – section 14.3	Accountabilities p 42
	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 14.4	Accountabilities p 40
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 14.5	Information systems and recordkeeping p 44–45
Governance – human resources	<ul style="list-style-type: none"> • Strategic workforce planning and performance 	ARRs – section 15.1	Accountabilities p 43

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	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016) ARRs – section 15.2	Accountabilities p 43
Open Data	<ul style="list-style-type: none"> • Statement advising publication of information 	ARRs – section 16	Open data strategy p 45
	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 33.1	Not applicable
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 33.2	Not applicable
	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 33.3	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 17.1	Independent auditor report p 68
	<ul style="list-style-type: none"> • Independent Auditor’s Report 	FAA – section 62 FPMS – section 50 ARRs – section 17.2	Independent auditor report p 66–68

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*