



## External Reporting Policy

Policy Classification		
Policy Number: Policy 17 / 2016	Date of Origin: February 2016	By Whom: Principal
Policy Audience: Board, Principal, Bursar and Finance team	Review Dates: March 2016 June 2019	Next Review Date: June 2021
<b>Policy Approval:</b> This policy was approved by the Board, August 2019		
This policy supersedes all previous policies relating to matters contained herein.		

## **1.0 Rationale**

Oakhill College (“**the College**”) is a Catholic Independent Secondary College conducted in the tradition of the De La Salle Brothers. The policies of the College give expression to its values and ethos and reflect the legal requirements of a registered and accredited non-government school by the NSW Education Standards Authority (NESA).

## **2.0 Guiding Principles**

As a registered and accredited school in NSW it is essential to ensure compliance with the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools NSW Manual – January 2019. The College Board has the responsibility to establish policies to ensure compliance in regard to external reporting requirements under the Education Act and other relevant legislation within the jurisdiction of NSW.

## **3.0 Policy**

- 3.1 The Board delegates the responsibility of participation, collation, lodgment, public display and publication of information of data reporting as required by all applicable legislation to the Principal and / or the Bursar and in line with the existing delegation policy to their representatives.
- 3.2 This reporting is to be in line with legislative requirements and must not contravene current privacy legislation.
- 3.3 The reporting may include the following but is not limited to:
  - Census data collected by Commonwealth, State and Catholic Funding Authorities
  - Financial Questionnaire and Grant Acquittal to Funding Authorities
  - Providing data on educational and financial reporting as identified by the Minister
  - Financial and Annual Report as stipulated by NESA
  - Data reporting as required by ACARA and MCEECDYA
  - Financial Reports as stipulated by ACNC
  - Reports as required by the Workplace Gender Equality Agency
- 3.4 The Principal and / or the Bursar and their delegates are to ensure that the required data is captured, compiled, lodged and published in the requested format of the relevant Government Agency. Processes and systems are to be implemented to facilitate and to fulfil these legislative requirements.

## **4.0 Procedure**

## **5.0 Evaluation and Review**

- 5.1 The Principal is to ensure that this policy is regularly monitored and revised.
- 5.2 The External Reporting Policy is revised every two years. Next review is 2021.

## **6.0 Explanatory Notes and Definitions**

## **7.0 Supporting Documents, Procedures and Guidelines**