

COMPLIANCE CHECKLIST

Summary of requirement		Basis for requirement	Annual report reference/ page no.
Letter of compliance	A letter of compliance from the accountable officer or statutory body to the relevant minister	ARRs – section 7	1
Accessibility	Table of contents	ARRs – section 9.1	1
	Glossary		145
	Public availability	ARRs – section 9.2	1
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	1
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	1
	Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5	N/A
General information	Introductory information	ARRs – section 10.1	2, 10-11
	Agency role and main functions	ARRs – section 10.2	1-2, 4-9, 36-37
	Machinery of Government changes	ARRs – sections 31 and 32	N/A
	Operating environment	ARRs – section 10.3	1-2, 4-52
Non-financial performance	Government’s objectives for the community	ARRs – section 11.1	N/A
	Other whole-of-government plans/specific initiatives	ARRs – section 11.2	N/A
	Agency objectives and performance indicators	ARRs – section 11.3	4-52
	Agency service areas and service standards	ARRs – section 11.4	4-52
Financial performance	Summary of financial performance	ARRs – section 12.1	51-52
Governance – management and structure	Organisational structure	ARRs – section 13.1	36-37, 41-43
	Executive management	ARRs – section 13.2	36-43
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3	1
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	40
	Queensland public service values	ARRs – section 13.5	N/A

ARRs Annual report requirements for Queensland Government agencies

FAA *Financial Accountability Act 2009*

FPMS Financial and Performance Management Standard 2009

QGEA Queensland Government Enterprise Architecture

Summary of requirement		Basis for requirement	Annual report reference/ page no.
Governance – risk management and accountability	Risk management	ARRs – section 14.1	36, 39-40
	Audit committee	ARRs – section 14.2	36-37, 39-40
	Internal audit	ARRs – section 14.3	36
	External scrutiny	ARRs – section 14.4	106-107, 124-125, 141-142
	Information systems and recordkeeping	ARRs – section 14.5	40
Governance – human resources	Strategic workforce planning and performance	ARRs – section 15.1	44
	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	44
Open Data	Statement advising publication of information	ARRs – section 16	data.qld.gov.au
	Consultancies	ARRs – section 33.1	1
	Overseas travel	ARRs – section 33.2	1
	Queensland Language Services Policy	ARRs – section 33.3	N/A
Financial statements	Certification of financial statements	FAA – section 62	105
		FPMS – sections 42, 43 and 50	123
		ARRs – section 17.1	140
	Independent Auditor's Report	FAA – section 62	106-107
		FPMS – section 50	124-125
		ARRs – section 17.2	141-142

ARRs Annual report requirements for Queensland Government agencies

FAA *Financial Accountability Act 2009*

FPMS Financial and Performance Management Standard 2009

QGEA Queensland Government Enterprise Architecture

GLOSSARY

ARRs	Annual report requirements for Queensland Government agencies
ASX	Australian Stock Exchange
Call to parties	Queensland Law Society's pre-election document outlining the profession's concerns and priority areas
CBD	Central business district
CEO	Chief executive officer
CPD	Continuing professional development
Cth	Commonwealth
DLA	District Law Association
ECL	Early career lawyer
E-newsletter	Electronic newsletter
EVP	Employee value proposition
FRC	Finance and Risk Committee
FTE	Full-time equivalent
Guidance statements	Documents that outline Queensland Law Society's guidance on a particular subject
IP Act	<i>Information Privacy Act 2009</i>
KPI	Key performance indicator
LawCare	Counselling and wellbeing assistance program for Queensland Law Society staff and members
LawTalk	Queensland Law Society's blog (medium.com/qldlawsociety)
Law Week	Annual event held across Australia promoting the legal profession
Lexon	Lexon Insurance Pte Ltd, a wholly-owned subsidiary company of Queensland Law Society
LPA	<i>Legal Profession Act 2007 (Qld)</i>
Minds Count	Organisation promoting mental health and wellbeing in the legal profession – formerly known as the Tristan Jepson Memorial Foundation
Open rate	The number of times an email has been opened
PC	Practising certificate
PMC	Practice Management Course
Proctor	Queensland Law Society's monthly magazine
QLS	Queensland Law Society
QLS Update	Queensland Law Society's weekly e-newsletter
QSA	Queensland State Archives
RAP	Reconciliation Action Plan
RTI Act	<i>Right to Information Act 2009 (Qld)</i>

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