

# COMPLIANCE CHECKLIST

Summary of requirement	Basis for requirement	Annual report reference/ page no.
<b>Letter of compliance</b> A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	1
<b>Accessibility</b>	Table of contents	ARRs – section 9.1
	Glossary	124
	Public availability	ARRs – section 9.2
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3
	Copyright notice	<i>Copyright Act 1968</i> ARRs - section 9.4
	Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5
<b>General information</b>	Introductory Information	ARRs – section 10.1
	Agency role and main functions	ARRs – section 10.2
	Operating environment	ARRs – section 10.3
<b>Non-financial performance</b>	Government's objectives for the community	ARRs – section 11.1
	Other whole-of-government plans/specific initiatives	ARRs - section 11.2
	Agency objectives and performance indicators	ARRs - section 11.3
	Agency service areas and service standards	ARRs - section 11.4
<b>Financial performance</b>	Summary of financial performance	ARRs – section 12.1
<b>Governance – management and structure</b>	Organisational structure	ARRs – section 13.1
	Executive management	ARRs – section 13.2
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4
	Queensland public service values	ARRs – section 13.5

**ARRs** Annual report requirements for Queensland Government agencies

**FAA** Financial Accountability Act 2009

**FPMS** Financial and Performance Management Standard 2009

<b>Summary of requirement</b>	<b>Basis for requirement</b>	<b>Annual report reference/ page no.</b>	
<b>Governance – risk management and accountability</b>	Risk management	ARRs – section 14.1	30-31
	Audit committee	ARRs – section 14.2	30-31
	Internal audit	ARRs – section 14.3	30
	External scrutiny	ARRs – section 14.4	86-87, 103-104, 120-121
	Information systems and recordkeeping	ARRs – section 14.5	31
<b>Governance – human resources</b>	Workforce planning and performance	ARRs – section 15.1	34
	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	34
<b>Open Data</b>	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
<b>Financial statements</b>	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	85, 102, 119
	Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	86-87, 103-104, 120-121

**ARRs** *Annual report requirements for Queensland Government agencies*

**FAA** *Financial Accountability Act 2009*

**FPMS** *Financial and Performance Management Standard 2009*

# GLOSSARY

<b>AASB</b>	Australian Accounting Standards Board	<b>Guidance Statements</b>	Documents that outline Queensland Law Society's guidance on particular subjects
<b>AGM</b>	Annual General Meeting	<b>IBNER</b>	Incurred But Not Enough Reported
<b>AIC</b>	Queensland Law Society Audit and Investment Committee	<b>IBNR</b>	Incurred But Not Reported
<b>AICD</b>	Australian Institute of Company Directors	<b>ICD</b>	Incurred Claims Development
<b>AILA</b>	Australian Insurance Law Association	<b>IP Act</b>	<i>Information Privacy Act 2009</i>
<b>Apps</b>	Mobile software applications	<b>KPI</b>	Key Performance Indicator
<b>APRA</b>	Australian Prudential Regulatory Authority	<b>LawCare</b>	Counselling and wellbeing assistance program for Queensland Law Society staff and members
<b>ASCR</b>	<i>Australian Solicitors Conduct Rules 2012</i>	<b>Law Week</b>	Annual event held across Australia promoting the legal profession
<b>ASX</b>	Australian Stock Exchange	<b>LCA</b>	Law Council of Australia
<b>ATO</b>	Australian Taxation Office	<b>LCLF</b>	Law Claims Levy Fund
<b>BAQ</b>	Bar Association Queensland	<b>Legislation Update</b>	A weekly update on Queensland legislation sent out by Queensland Law Society
<b>CAPEX</b>	Capital Expenditure	<b>Lexon</b>	Lexon Insurance Pte Ltd, a wholly-owned subsidiary company of Queensland Law Society
<b>Call to Parties</b>	Queensland Law Society's pre-election document outlining the profession's concerns and priority areas	<b>LPA</b>	<i>Legal Profession Act 2007</i>
<b>CBD</b>	Central Business District	<b>L&amp;PD</b>	Learning and Professional Development
<b>CEO</b>	Chief Executive Officer	<b>LPFGF</b>	Legal Practitioners' Fidelity Guarantee Fund
<b>CHE</b>	Claims Handling Expenses	<b>LSC</b>	Legal Services Commission
<b>CLC</b>	Community Legal Centre	<b>MHFA</b>	Mental Health First Aid
<b>Costs Guide</b>	Queensland Law Society's guide for use by members in complying with the requirements of the Queensland costs regime in the <i>Legal Profession Act 2007</i>	<b>Open rate</b>	The number of times an email has been opened
<b>CPD</b>	Continuing Professional Development	<b>PAE</b>	Post-Admission Experience
<b>CPI</b>	Consumer Price Index	<b>PC</b>	Practising Certificate
<b>Cth</b>	Commonwealth	<b>PD</b>	Professional Development
<b>DFV</b>	Domestic and family violence	<b>PMC</b>	Practice Management Course
<b>DJAG</b>	Department of Justice and Attorney-General	<b>Proctor</b>	Queensland Law Society's monthly magazine
<b>DLA</b>	District Law Association	<b>QCAT</b>	Queensland Civil and Administrative Tribunal
<b>DTC</b>	Davidson Trahaire Corpsych	<b>QDAN</b>	Queensland Disposal Authority Number
<b>ECL</b>	Early Career Lawyer	<b>QLS</b>	Queensland Law Society
<b>E-newsletter</b>	Electronic newsletter	<b>QLS Update</b>	Queensland Law Society's weekly electronic newsletter
<b>EVP</b>	Employee Value Proposition	<b>QPILCH</b>	Queensland Public Interest Law Clearing House
<b>FIAA</b>	Fellow of the Institute of Actuaries of Australia	<b>QSA</b>	Queensland State Archives
<b>FLPA</b>	Family Law Practitioners Association	<b>QSC</b>	Queensland Supreme Court
<b>FRC</b>	Finance and Risk Committee	<b>RAP</b>	Reconciliation Action Plan
<b>FRR</b>	Financial Reporting Requirements	<b>RTI Act</b>	<i>Right to Information Act 2009</i>
<b>FTE</b>	Full-time equivalent	<b>R U OK?</b>	Not-for-profit organisation to prevent suicide and promote mental health wellbeing
<b>FWG</b>	Queensland Law Society's Flexible Working Group	<b>TJMF</b>	Tristan Jepson Memorial Foundation
<b>GM</b>	General Manager		

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