

Compliance checklist

Summary of requirement	Basis for requirement	Annual report reference
Letter of compliance	A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 8 Page 1
Accessibility	Table of contents	ARRs – section 10.1 Page 1
	Glossary	Page 143
	Public availability	ARRs – section 10.2 Page 1
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3 Page 1
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 10.4 Page 1
	Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 10.5 N/A
General information	Introductory Information	ARRs – section 11.1 Page i-1, 8-9
	Agency role and main functions	ARRs – section 11.2 Page i-1
	Operating environment	ARRs – section 11.3 Page i-1, 9, 33-34, 38, 55-56
Non-financial performance	Government's objectives for the community	ARRs – section 12.1 N/A
	Other whole-of-government plans/specific initiatives	ARRs – section 12.2 N/A
	Agency objectives and performance indicators	ARRs – section 12.3 Page 4-7, 11-24, 25-36, 50-52, 54
	Agency service areas and service standards	ARRs – section 12.4 Page 4-7, 11-24, 25-36, 50-52, 54
Financial performance	Summary of financial performance	ARRs – section 13.1 Page 5, 57-58
Governance – management and structure	Organisational structure	ARRs – section 14.1 Page 38, 41-48
	Executive management	ARRs – section 14.2 Page 42-44, 46-47
	Government bodies (statutory bodies and other entities)	ARRs – section 14.3 Page 1
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4 Page 45
	Queensland public service values	ARRs – section 14.5 N/A

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

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Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	Risk management	ARRs – section 15.1	Page 44-45
	Audit committee	ARRs – section 15.2	Page 44
	Internal audit	ARRs – section 15.3	Page 44
	External scrutiny	ARRs – section 15.4	Page 109-110, 125-126, 139-140
	Information systems and recordkeeping	ARRs – section 15.5	Page 45
Governance – human resources	Workforce planning and performance	ARRs – section 16.1	Page 38-40
	Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	N/A
Open Data	Consultancies	ARRs – section 17 ARRs – section 34.1	Page 1
	Overseas travel	ARRs – section 17 ARRs – section 34.2	Page 1
	Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	N/A
Financial statements	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Page 108, 124, 138
	Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Page 109-110, 125-126, 139-140

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Glossary

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

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