

Legal Practitioners Admissions Board

2022 - 2023 Annual Report

**Law Society House
Level 6, 179 Ann Street
BRISBANE QLD 4000
ISSN 2200 - 9175**

18 September 2023

Public Availability of Annual Report

The Legal Practitioners Admissions Board's Annual Report 2022/2023 is available to the public from Level 2 Law Society House, 179 Ann Street, Brisbane or by contacting Ms Melissa Timmins, Secretary to the Board by:

Phone: (07) 3842 5986
 Email: m.timmins@qls.com.au OR admissions@qls.com.au
 Post: GPO Box 1785, BRISBANE QLD 4001

Alternatively, the Legal Practitioners Admissions Board's Annual Report 2022/2023 is available on the Queensland Law Society website www.qls.com.au under 'Practicing Law in QLD', 'Qualifying as a solicitor in Qld', 'Legal Practitioners Admission Board (LPAB)' and 'Corporate documents'.

The official copy of the annual report, as tabled in the Legislative Assembly of Queensland, can be accessed from the Queensland Parliament's tabled papers website database at <http://www.parliament.qld.gov.au/work-of-assembly/tabled-papers>

Acknowledgement of Country

The Legal Practitioners Admissions Board acknowledges Traditional Owners of Country and recognises the continuing connection to lands, waters and communities. We pay our respect to the Aboriginal and Torres Strait Islander cultures and to Elders past, present and emerging for they hold the memories, traditions, culture and hopes of Aboriginal and Torres Strait Islander peoples across Australia.



The Legal Practitioners Admissions Board is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding the annual report, you can contact Ms Melissa Timmins, Secretary to the Board, on (07) 3842 5986 and we will arrange an interpreter to effectively communicate the report to you.

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In essence, you are free to copy, communicate and adapt this annual report, as long as you attribute the work to the Legal Practitioners Admissions Board. Content from this annual report should be attributed as The Legal Practitioners Admissions Board Annual Report 2022/2023.

18 September 2023

The Honourable Yvette D'Ath MP
Attorney-General and Minister for Justice
Minister for the Prevention of Domestic and Family Violence
Member for Redcliffe
GPO Box 149
BRISBANE QLD 4001

Dear Attorney

Re: Legal Practitioners Admissions Board Annual Report – 2022/2023

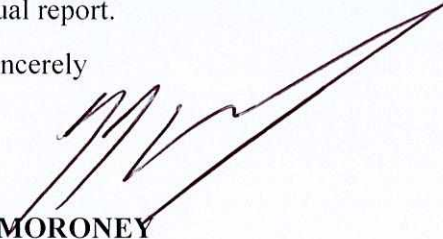
I am pleased to submit for presentation to Parliament the Annual Report 2022/2023 and financial statements for the Legal Practitioners Admissions Board.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* (Qld) and the *Financial and Performance Management Standards 2019*; and
- the detailed requirements set out in the *Annual report requirements for Queensland Government agencies*.

A checklist outlining the annual reporting requirements can be found at Appendix 1 of this annual report.

Yours sincerely



GREG MORONEY

Chair of the
Legal Practitioners Admissions Board

Encl

18 September 2023

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Introduction

Board's role and main functions (including vision and values)



Under part 7.5 of the *Legal Profession Act 2007* (Qld) (the Act), the Legal Practitioners Admissions Board (the Board) is a statutory body responsible for the administration of chapter 2, part 2.3 of the Act, 'Admission of local lawyers' and the *Supreme Court (Admission) Rules 2004* (the Admission Rules). The Board's vision includes supporting the judiciary, the legal profession and the public interest by ensuring the integrity of those entering the legal profession as well as safeguarding the educational and practical legal training standards of the legal profession. The Board's values include integrity, accountability, respect, safeguarding standards and supporting the legal profession as well as the public at large.

The Board's primary role is to assist the Supreme Court by making a recommendation about each application for admission as a lawyer in Queensland. In doing so, the Board considers whether an application is made under the Admission Rules, whether an applicant is eligible and suitable for admission, and whether there are other matters the Supreme Court may consider relevant to the application.

The Board's other functions, responsibilities, and service areas include:

- considering and making declarations as to an applicant's suitability for admission or readmission in terms of applications for early consideration of suitability;
- approving, in conjunction with the Chief Justice of Queensland, academic qualifications and practical legal training (PLT) programs as 'approved academic qualifications' and 'approved PLT requirements' respectively in accordance with the *Prescribed academic areas of knowledge* (Admission Guidelines Number 1 issued under Rule 9AA(1)(a) of the Admission Rules) and the *Practical Legal Training Competency Standards for Entry-Level Lawyers* (Admission Guidelines Number 2 issued under Rule 9AA(1)(b) of the Admission Rules);
- assessing and approving academic, and PLT and experience in practice, of overseas law graduates and legal practitioners in accordance with the *Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession* (the Uniform Principles) (Admission Guidelines Number 3 issued under Rule 9AA(1)(c) of the Admission Rules);

- assessing ‘approved academic qualifications’ attained by a person and ‘approved practical legal training requirements’ completed by a person under Rules 6A, 7AA and 7B of the Admission Rules;
- overseeing the supervised traineeship scheme as ‘approved PLT requirements’ and a prerequisite for those seeking to be admitted as a lawyer in Queensland in accordance with Part 2A of the Admission Rules;
- granting approval for law students to commence their ‘approved PLT requirements’ early thereby allowing students to undertake their training in conjunction with completion of their ‘approved’ or ‘corresponding academic qualifications’;
- providing information, service and support to applicants seeking to complete the requirements and apply to the Supreme Court in Queensland for admission as a lawyer.

In accordance with section 661 of the Act, the Board has all powers necessary or convenient for performing its functions under the Act and the Admission Rules. It is subject to various statutory requirements, for which purposes the Board is:

- (1) a ‘statutory body’ for the purposes of the *Financial Accountability Act 2009* (Qld) (FAA) and the *Financial and Performance Management Standard 2019* (Qld) (FPMS);
- (2) a ‘public authority’ for the:
 - (i) *Right to Information Act 2009* (Qld) (RTIA);
 - (ii) *Information Privacy Act 2009* (Qld) (Chapter 3) (IPA);
 - (iii) *Public Records Act 2002* (Qld) (PRA); and
 - (iv) Queensland State Archivist’s Records Governance Policy (v1.0.2 issued April 2019);
- (3) a ‘public sector entity’ for the *Public Sector Ethics Act 1994* (Qld) (PSEA) and the *Public Interest Disclosure Act 2010* (Qld) (PIDA); and
- (4) a ‘public entity’ for the *Human Rights Act 2019* (Qld) (HRA).

The Board’s offices are located at Level 6 Law Society House, 179 Ann Street, Brisbane; its secretariat and administrative support being provided by the Queensland Law Society (QLS) in accordance with section 662 of the Act. There is a service level agreement between the Board and the QLS as well as financial delegations and confidentiality agreement.

Board members and staff – COVID-19

I continue to acknowledge the engagement and efforts displayed by Board members and staff assisting the Board in response to the COVID-19 pandemic and managing any necessary transitions while maintaining high-quality services, focusing on delivering outcomes for applicants and all stakeholders.

Strategic direction and contribution of agency service areas to government objectives

The Board approved a strategic plan for the 2022 – 2026 period at its meeting in December 2022. The aim of the Board's strategic plan is to continue to support and align its strategy, operations and performance with the current Government's objectives for the community. The Board's strategic direction for 2022 – 2026 encapsulates four strategies and objectives as follows:

Objective 1: Establish services that are easy to use through revitalised processes and deliver efficiency and cost-effectiveness through digital services while maintaining the integrity of the admission process;

Objective 2: Be a responsive statutory body by achieving compliance, discharging statutory obligations, and improving governance;

Objective 3: Protecting the environment by reducing contributions to climate change and ensuring efficient use of resources; and

Objective 4: Improve education and training regulations and standards within legal education for local and overseas legal students and professionals, to engage Queenslanders in education and training resulting in meaningful employment and enhanced job diversity within the Queensland economy.

The Board's strategic objectives contribute to the Government objectives for the community.

Operating environment

Agency strategy, actions and performance standards

The Board's strategic objectives, operations and performance standards for the reporting period are outlined below:

Strategic Objective 1 –

Establish services that are easy to use through revitalised processes and deliver efficiency and cost-effectiveness through digital services while maintaining the integrity of the admission process

Review and revise information kits available to applicants seeking admission

As with previous years, the Board continues to review and update its Admission Information Kits to be used by applicants seeking admission on an as needs basis. New Admission Information Kits were developed in June 2022. Amendments to the Admission Information Kits have been incorporated, and the kits republished, from time to time during the reporting period and in particular when additional and/or amended information is necessary to give effect to legislative changes or when it has become apparent that further information is needed to assist applicants to comply with the requirements for seeking admission.

The incorporation of additional and/or amended information has also been detailed in the Board's Admission Information Kits based on feedback provided by applicants or other stakeholders where appropriate. The Admission Information Kits are comprehensive and seem to have been well received.

Reviewing and updating the Board's Information Kits for persons seeking assessments of overseas academic qualifications and/or assessments of practical legal training and experience in the profession overseas as well as persons seeking skill assessment certificates.

Receive and process applications digitally where possible

The Board continues to receive all applications electronically allowing for digital processing.

In early 2023, the Board engaged and liaised with an external systems consultant in an attempt to re-enliven an online admission portal aimed to improve efficiencies further. It is hoped that further work on the portal can be undertaken during future reporting periods. Progress of the Board's online admission portal has consistently proved challenging due to differences in systems used across external organisations supporting the Board and having an involvement in the admission process as well as the need to ensure a implementation of a workable system in an efficient and cost effective manner.

The Board is mindful of the need to make informed and sound decisions regarding any online admission strategy in order to appropriately support the Board's work efficiently, effectively and to appropriately utilise resources to successfully achieve a solution.

Actively inform applicants seeking admission of requirements and material to be provided noting in particular processes for those with suitability matters

The Board continues to engage significantly with all applicants seeking admission on an individual basis to ensure applicant's compliance with their obligations to fulfil the admission process.

Each applicant provides material to the Board on at least two separate occasions; firstly when providing the application and initial documentation, and secondly when providing an

affidavit of compliance. The Board has continued to receive all applications from applicants electronically and liaises extensively with applicants to obtain additional information and material from applicants where required either electronically or by telephone.

During the reporting period, the Board dealt with numerous applications relevant to pre-admission requirements. Statistical data regarding the number of applications considered by the Board is provided within the body of this report.

Strategic Objective 2 –

Be a responsive statutory body by achieving compliance, discharging statutory obligations, and improving governance

High quality review of applications for admissions received to ensure all relevant information is provided to the Board and the Court

The Board continues to perform high quality review of each application received. Accurate briefings are provided to the Board to assist the Board to appropriately consider each application and make an informed, considered and accurate recommendation to the Supreme Court. Recommendations made by the Board are provided to applicants and the Supreme Court in a timely manner.

Timeliness of Board papers and briefing on each application being considered by the Board

The Board's review of each application received is thorough and extensive, particularly in respect of applicants seeking admission to the legal profession. If necessary, the Board seeks additional information from applicants; in the majority of these instances, any additional information requested related to a suitability matter disclosed by an applicant as part of their application.

All applicants are required to provide certified copies of documents relating to their completion of eligibility requirements for admission or alternatively applicants are required to provide direct access to documents through the My eQuals official tertiary credentials digital platform. Most documents relating to an applicant's suitability for admission are required to be certified prior to submission to the Board electronically, except in circumstances where the applicant has received the document digitally from a third party. All relevant documents and information relating to an applicant's eligibility and suitability for admission is also to be sworn as to the truth and authenticity within an applicant's affidavit of compliance.

In January 2023, the Admission Rules were amended to incorporate provisions relating to 'stale' academic qualifications and practical legal training requirements completed more than 5 years before an application for admission is made by an applicant. Additional processes have been incorporated into the Board's operations to facilitate these amendments and allow

the Board to appropriately make a determination as to whether an applicant would need to complete any additional academic qualifications and/or practical legal training requirements prior to the applicant being considered eligible for admission.

Recommendations have previously been made by the Board for amendments to the Admission Rules to address requirements relevant to English language proficiency as required under the Law Admissions Consultancy Committee's (LACC) Uniform Principles (Admission Guidelines Number 3 issued under Rule 9AA(1)(c) of the Admission Rules). At the time of this report those amendments continue to remain under consideration. A new form and amendment of a current form have been prepared in anticipation of the relevant amendments being progressed.

During the reporting period, there have been times when the Board's consideration of applications submitted by applicants has necessitated briefing and instructing firms of solicitors and/or members of the private Bar to act for the Board in complex Court matters.

The Board remains a signatory to MINDS COUNT, continues to promote the QLS *Live Law Love Law* program, *LawCare* and the BAQ's *BarCare* as well as promoting National Law Week and National Mental Health Week. A chapter of the Queensland Lawyers' Companion (QLC) is dedicated to personal wellbeing and mental health, and the Board continues to support and promote awareness of wellness and resilience programs within the profession.

Annual review and update of statutory compliance documents required under Queensland legislation

The Board has implemented additional processes to facilitated provisions in the admission rules for stale academic qualifications and practical legal training processes.

The Board continues to review and update documents required to ensure statutory compliance on an ongoing and as needs basis.

Strategic Objective 3 –

Protecting the environment by reducing contributions to climate change and ensuring efficient use of resources

Efficient and effective use of resources

The Board continues to circulate material accompanying agenda papers to Board members through Own Cloud software. This method of providing material to Board members, along with a requirement for applicants to provide applications electronically, has significantly reduced the Board's use of photocopying and printing facilities.

The Board continues to progress an initiative to procure iPads or tablets for each Board member for the distribution of agenda papers and circulated material. This initiative continues to be delayed due to the need to consider system requirements and the need to formulate a procurement proposal. Consideration of this initiative continues.

All recommendations by the Board for each application for admission continues to be made to the Supreme Court in accordance with the Board's statutory obligations. All other applications received for the Board's consideration are also received electronically with any determination being provided electronically to relevant applicants.

The Board continues to use its BPoint facility for the receipt of fees payable by applicants.

Review, update and publish the Queensland Lawyers' Companion (QLC) ensuring cost effectiveness and efficient use of materials

As with previous years, the Board continues to review, prepare and publish its QLC which provides a valuable and informative publication for newly admitted practitioners to consult as they enter the profession. The Board's QLC is a meaningful memento, provided to applicants free of charge, to mark commencement of an applicant's professional legal career.

Strategic Objective 4 –

Improve education and training regulations and standards within legal education for local and overseas legal students and professionals, to engage Queenslanders in education and training resulting in meaningful employment and enhanced job diversity within the Queensland economy

Improve and maintain standards within legal education

Where appropriate, the Board continues to apply the LACC *Accreditation Standards for Australian Law courses* (the Accreditation Standards) as a guide when reviewing law courses approved for the purposes of admission in Queensland. The Board's application of the Accreditation Standards is limited due to restrictions of the Board's powers under the Admission Rules. The Board aims to develop protocols and procedures for use with the Accreditation Standards, however this was placed on hold from September 2022 to March 2023 due to a need to recruit a new Program Compliance Officer.

Extensive collaboration with law schools and PLT providers in Queensland allows the Board to ensure that applicants seeking admission complete the academic and practical legal training requirements necessary for admission to the legal profession. The Board is committed to ensuring the standards of legal education is maintained and is of high quality.

The Board continues to maintain the National Register of Approved Academic Qualifications detailing academic law courses approved by interstate admitting authorities

and offered within each jurisdiction in Australia. The Register is used by admitting authorities nationally to share information relating to corresponding academic qualifications and practical legal training programs, and assists to ascertain courses offered by interstate tertiary institutions and practical legal training providers.

Encourage local and overseas applicants to complete study and additional study in Queensland

The assessment of qualifications, academic and practical legal training, completed by law graduates and legal practitioners in foreign jurisdictions continues. Applicants who have had their qualifications assessed are encouraged to contact Queensland tertiary institutions and PLT providers in order to supplement their qualifications and/or training in accordance with any assessment.

Ms Tessa McLean and Mr Mark Magner formed the Board's OQAC during the reporting period.

The following documents are provided online in accordance with the Board's statutory and legislative obligations:

- Publication Scheme;
- Disclosure Log;
- Administrative Access and Amending Personal Information Scheme;
- Complaints Management Procedure;
- Privacy Statement;
- Standards of Conduct under the PSEA;
- Public Interest Disclosure Policy under the PIDA;
- Annual Reports from 2016 – present; and
- Strategic plans from 2022 – present.

Strategic risks, opportunities, and challenges

From September 2022 to March 2023, the Board staffing levels were reduced due to the resignation of staff accepting new opportunities externally. This created delays with the performance of the Board's strategic objectives. At the time of reporting, the Board was fully staffed which has allowed the Board to recommence consideration and implementation of certain strategic and operation directions with a view to these being achieved. Risks associated with the Board achieving strategic and operation directions are also impacted by increases to the numbers of applicants seeking admission, the increasing complexity of applications required to be considered by the Board to ensure the integrity of those entering the profession, and the need to prioritise workloads when the Board is receiving large numbers of admission applications.

Review of proposed forward operations

At the time of this report, overall the Board was successfully achieving its strategic objectives, operations and performance standards as outlined in the Board's Strategic Plan 2022 – 2026.

Board meetings and flying minutes

Board meetings

There were nine ordinary Board meetings during 2022/2023 that were held in conjunction with the nine corresponding admission ceremonies held in Brisbane throughout the year. The Board also held an additional special meeting in June 2023.

During the course of its meetings, the Board considered approximately 1,190 applications for admission heard in Brisbane as well as 66 applications heard regionally in Rockhampton, Townsville or Cairns.

During its meetings, the Board also considered the following approximate number of applications:

- two domestic Mutual Recognition (MRA) applications;
- 13 Trans-Tasman Mutual Recognition (TTMRA) applications;
- four applications for early consideration of suitability;
- 73 requests for assessment or reassessment by the Board of overseas academic qualifications;
- 25 requests for assessment or reassessment by the Board of overseas PLT and experience in practice;
- 16 applications to register under the supervised traineeship scheme;
- zero cancellation of registration as a supervised trainee;
- 13 applications for assessment of 'stale' academic qualifications or practical legal training; and
- 34 other requests by, for example, overseas law graduates or practitioners seeking an extension of time to complete additional academic qualifications or practical legal training requirements, or an exemption from the requirement to complete the International English Language Testing System (IELTS) testing requirement, various requests from universities and/or PLT providers for approval to amend or change courses, and various matters relating to corporate governance issues, and policy and operational matters.

Flying minutes

The Board also considered approximately 20 flying minutes throughout the year mainly involving:

- ongoing consideration of applications for admission in Brisbane (nine applications);
- applications for admission in regional centres (31 applications);
- applications for admission under TTMRA (11 applications);
- applications for admission under MRA (two applications);
- approval of applications for assessment of academic qualifications completed overseas (13 applications);
- approval of applications for assessment of PLT and experience in practice (four applications); and
- matters pertaining to statutory governance, reviews of fees and charges for 2023/2024 by the Department of Justice and Attorney-General, adopting guidelines relating to the assessment of ‘stale’ academic qualifications and practical legal training, and consideration of one application in respect of extending time to file an application for review of the Board’s decision in the Queensland Civil and Administrative Tribunal.

Governance – organisational structure and management

Organisational structure – Board members

The Board is constituted by eight members appointed under section 660 of the Act, all of whom volunteer their services. The Honourable Chief Justice of Queensland nominates four members, and appoints six members, the QLS and the BAQ each nominates a member for approval and appointment by the Chief Justice. All members, except the Attorney-General’s nominee and the Brisbane Registrar, must be an Australian lawyer of at least five years’ standing and are appointed for a period of one year. Members may be reappointed.

During 2022/2023, the members of the Board were:

- Mr Greg Moroney (Chair)
- Mr Graham Gibson KC (BAQ nominee)
- Mr Michael Copley KC
- Ms Jennifer Sheean
- Mr Noel Jensen (Deputy Chair)
- Ms Petrina Macpherson (QLS nominee)
- Ms Philippa Mott, Attorney-General’s nominee
- Ms Julie Steel, Executive Director, Supreme District and Land Courts Service in her capacity as Brisbane Supreme Court Registrar.

Board members are not remunerated for their service to the Board.

Throughout 2022/2023, Mr Greg Moroney, Chair of the Board, continued in his position as the Queensland State representative of LACC. Mr Moroney attended three LACC meetings during the year, on 17 November 2022, 2 February 2023 and 25 May 2023, by teleconference. There were no costs associated with Mr Moroney's attendance at LACC meetings during the reporting period.

The Board's report on information about government bodies is included at Appendix 2.

Stakeholders

The Board's stakeholders are:

- the Queensland Judiciary;
- the Queensland Government and other Government agencies;
- the Queensland and Australian legal profession;
- Queensland and Australian legal profession regulatory bodies as well as interstate admitting authorities;
- LACC;
- legal educators and training providers; and
- the public.

Executive management

Secretary: Ms Melissa Timmins

Ms Timmins' role includes providing high level corporate secretariat and legal advice to the Board in relation to its legal and statutory obligations and responsibilities, and liaising with the Chair, Board members and all relevant stakeholders in relation to matters of concern to the Board. The role assists in administering the statutory requirements of corporate governance including preparing and overseeing the Board's strategic and operational planning, preparing and monitoring annual budgetary requirements, preparing the Board's annual report, and ensuring the Board's compliance with statutory corporate document requirements such as the Board's Code of Conduct, Publication Scheme, Privacy Statement of Commitment, etc.

The Secretary also:

- manages and leads the Board team and independent assessors, and manages and oversees the infrastructure, resources and activities (including financial, human resources (HR) and IT resources) involved in the administration and support required to ensure the efficient and effective operations of the Board;
- reviews and manages all applications for admission, and oversees and supervises review of, and any research and processes applicable to, applications for early consideration of suitability and complicated applications for admission;

- coordinates the assessment of applications by overseas law graduates and qualified lawyers under Admission Guidelines 3 of the Admission Rules and manages the Board’s Overseas Qualifications Assessment Committee (OQAC);
- coordinates the assessment of applications for consideration by the Board under Rules 6A, 7AA or 7AB of the Admission Rules in relation to those who have attained ‘approved academic qualifications’ or completed ‘approved practical legal training requirements’ more than 5 years before applying for admission;
- coordinates the assessment of, and assists to review and reconcile, local law and PLT programs submitted by local law schools and PLT providers in accordance with the requirements for admission as recommended by the LACC and set out in Admission Guidelines 1 and 2 of the Admission Rules;
- manages the process for all Board meetings including:
 - preparation and distribution of submissions, agendas and minutes in a timely and accurate manner to ensure the Board has all information required to make its decisions; and
 - ensure all meeting records are kept in compliance with appropriate statutory legislation;
- manages and oversees the preparation of written agendas for all admission applications and oversees and supervises preparation of written extracts for inclusion in the agenda regarding applications for early consideration of suitability and all complicated admission applications;
- guides, assists, oversees and supervises the guidance of, and advice given to, all applicants for admission to the legal profession;
- oversees and supervises any guidance and assistance given to applicants seeking early consideration of suitability and/or applicants who have submitted a complicated application for admission;
- as the Board’s delegate, determines applications by law students for early commencement of their PLT;
- oversees and maintains the supervised traineeship scheme in Queensland and provides guidance and assistance to law firms seeking to register law graduates as supervised trainees;
- prepares, oversees and supervises the preparation of briefs for, and where required, instructs Counsel and/or solicitors engaged by the Board, and/or prepares submissions, to the Court of Appeal and appears on behalf of the Board before the Court of Appeal and Tribunals;
- considers issues raised by LACC and advises, briefs and instructs the Chair of the Board, the Queensland representative on LACC, in relation to all matters, agendas and minutes under consideration by LACC on a national basis;
- assists the Board in reviewing and preparing policy requirements for national and

international applicants for admission and related projects, and ensures they are adhered to;

- supervises and oversees management of, and contributes to, the Board's projects including the online admission initiative, the preparation of the QLC and the Wellness and Resilience program;
- acts as the Board's Queensland Representative to the National Review of the College of Law PLT program;
- trains, mentors and supervises QLS staff assigned to the Board's Secretariat.

Staff

Full time

- Ms Taylah Thomson, Admissions Assistant (1 July 2022 – 30 June 2023);
- Ms Amy Whinn (1 July 2022 – 18 August 2022)

Part time

- Ms Sherrieanne McInnes, Admissions Compliance Officer (26 September 2022 – 30 June 2023);
- Mr Peter Rogers, Program Compliance Officer (1 July 2022 – 29 August 2022);
- Ms Stephanie Cowie, Programs Compliance Officer (3 April 2023 – 30 June 2023);
- Ms Julie Dack, Admissions Assistant (26 September 2022 – 24 November 2022);
- Mr Patrick Pearce, Admissions Assistant (28 March 2023 – 30 June 2023);
- Ms Kaylee Court, Junior Administrative Assistant (20 March 2023 – 30 June 2023).

Full time fixed term contract

- Ms Haley Smith, Administrative Assistant (temp) (1 July 2022 – 13 December 2022).

Ms McInnes, Ms Whinn, Ms Thomson, and Mr Pearce assisted to coordinate the Board's functions and provide administrative assistance to the Board's Secretary as well as the two overseas assessors. Mr Rogers, replaced by Ms Stephanie Cowie, with the assistance of the Board's Secretary, reconciled and assessed local academic and PLT programs in Queensland to ensure the statutory compliance of programs with the requirements for admission of Admission Guidelines 1 and 2 issued under Rule 9AA(1)(a) and (b) of the Admission Rules. Ms Smith, replaced by Ms Court, provided administrative assistance to the Board's staff.

Casual contractors

- Ms Tessa McLean, Solicitor and Overseas assessor (1 July 2022 - 30 June 2023)

- Mr Mark Magner, Solicitor and Overseas assessor (1 July 2022 – 30 June 2023)

Ms McLean and Mr Magner formed the Board's OQAC performing the assessment of legal qualifications of law graduates and legal practitioners from foreign jurisdictions, and the assessment of PLT and experience in practice of overseas legal practitioners as against the Uniform Principles, Guideline 3 of the Admission Rules issued under Rule 9AA(1)(c).

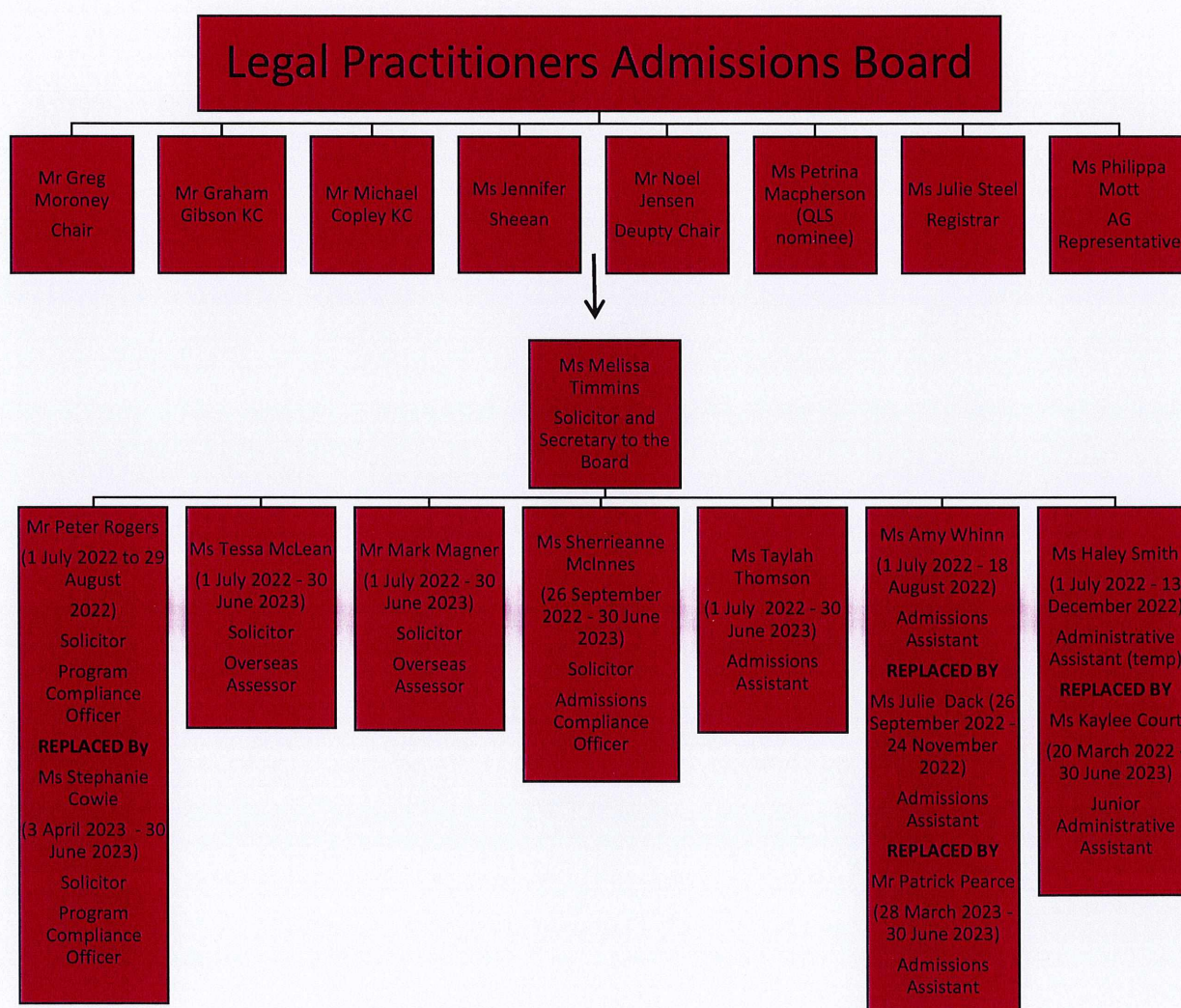


Figure 1: Legal Practitioners Admissions Board Organisational structure

Committees

The Board's OQAC, established in 2010, comprised of two external legal practitioners Ms Tessa McLean, Solicitor, and Mr Mark Magner, Solicitor, continues to conduct assessments and, where necessary, reassessments of:

- legal qualifications of law graduates and legal practitioners from foreign jurisdictions; and

- (b) overseas PLT and experience in practice of overseas legal practitioners.

The OQAC considered 95 applications for assessment or reassessment of academic qualification and 37 applications for assessment or reassessment of PLT and experience in practice. Each assessment or reassessment costs the Board \$120 (plus GST) such amount being divided equally between the two assessors who undertook each assessment or reassessment.

Public Sector Ethics Act 1994 (PSEA)

As detailed in its strategic plan, the Board's values include:

- integrity
- accountability
- respect
- safeguarding standards
- supporting the legal profession

The Board's Standards of Conduct, previously approved by the Board, takes into account the ethical principles and values outlined in the PSEA and can be found online at www.qls.com.au under the tabs 'Practicing Law in QLD', 'Qualifying as a solicitor in Qld', 'Legal Practitioners Admission Board (LPAB)' and 'Corporate documents'.

The Chair of the Board, Board members and its Secretary are members of the legal profession, obtaining education and training about ethics and the application of ethical principles and obligations as part of the QLS and BAQ's continued professional development. As the Board does not directly have staff, support being provided to it by the QLS, its management practices and administrative procedures are conducted having regard to the PSEA and the Board's approved Standards of Conduct.

Human Rights Act 2019 (HRA)

During the reporting period, the Board did not undertake any actions to further the objects of the HRA. The Board's values include respect consistent with the objects of the HRA.

During the 2022/2023 financial year, the Board reviewed its strategic and operational plans to incorporate statements consistent with the Government's commitment to protect and promote human rights and help build a culture in accordance with the objectives of the HRA

The Board did not receive any human rights complaints during the reporting period.

Non-financial agency service areas and standards

Throughout the reporting period, the work performed by the Board involved consideration of a variety of applications and other matters as follows:

Eligibility issues

Academic programs

The Board considered the following academic programs:

- April 2022 to October 2022 – a request by Griffith University to offer Juris Doctor online;
- March 2023 to July 2023 – a request by the Central Queensland University (CQU) to offer the area of knowledge Criminal Law and Procedure as a single course within law programs;
- March 2023 to August 2023 – a request by CQU for re-approval of its law and dual degree programs;
- May 2023 to August 2023 – a request from Southern Cross University for approval of its law programs as approved academic qualifications for the purposes of admission in Queensland.

Practical legal training programs

During the reporting period, from April 2023 to June 2023, the Board considered a proposal by the Queensland University of Technology to restructure the practical legal training program.

From August 2022 to June 2023, the Board also considered an application by the Leo Cussen Centre for Law to offer a refreshed practical legal training program.

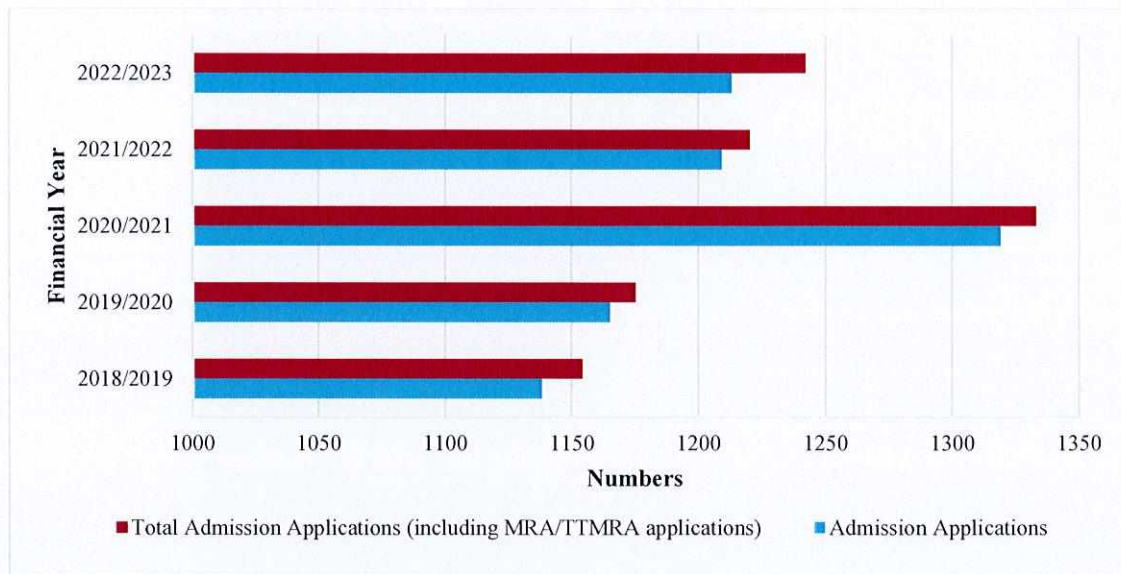
Supervised traineeship scheme

The Board considered 16 applications from law firms wishing to register law graduates under the supervised traineeship scheme during the reporting period. There were no requests to cancel registration of any supervised traineeships.

Suitability issues

Admission applications

The Board considered approximately 1,195 applications for admission, those applications being listed in either Brisbane or one of the regional centres (Rockhampton, Townsville or Cairns). In certain instances, the Board considered some applications on more than one occasion following the applicant providing to the Board additional information independently or in response to a request from the Board. The following graph presents the number of applications considered by the Board over the past five financial years:



Graph 1: Admission applications - previous five financial years

In considering the applications, the Board took the following approach:

- recommending approximately 1,085 applicants;
- recommending approximately 74 applicants on condition the applicants seek an exemption from the Supreme Court in respect of an eligibility matter or draw relevant suitability matters to the attention of the Court as part of their applications or because the Court was previously seized of the application; such applications requiring the Board to prepare written submissions to the Court. Of these applications, 72 were successful, with the other applications being adjourned, either by the applicant or the Court;
- not to recommend approximately 15 applications on the basis the applicants were not suitable for admission and the Board was of the view the application raised matters for consideration by the Court under rule 15(2) of the rules; two of these applications have since been successful, one was referred to the Court for directions and has been listed for trial, two applications were withdrawn, three applications were refused by the Court, and the remaining seven applications remaining adjourned to a future date when the applicant chooses to proceed.

In addition to the ‘local’ admission applications, the Board considered 28 applications for admission lodged under the domestic MRA or the TTMRA.

Variances in the above figures and the statistical data in Appendix 4 occur due to differences in the number of applications considered by the Board as opposed to the number of actual applications listed before the Court, the timing of Board meetings compared to admission dates at the beginning and end of each financial year, and consideration of applications by

the Board on more than one occasion, for example, where an applicant adjourns their application on one or, in some cases, multiple occasions, etc.

Early consideration of suitability applications

The Board considered applications for early consideration of suitability from four applicants. Of the applications, the Board made declarations in relation to three applications, and held over consideration of one application in order to consider the application further.

Overseas graduates and legal practitioners

Applications for assessment/reassessment of academic qualifications and practical legal training and experience in practice

The Board received approximately 95 applications for assessment and reassessment of overseas academic qualifications, and 37 applications for assessment and reassessment of PLT and experience in practice attained overseas. A breakdown of the jurisdictions from which these applications were received is as follows:

Assessment/reassessment of academic qualifications

Jurisdiction	Number of applications
Bangladesh	1
Botswana	1
Brazil	3
Canada	3
China	1
Columbia	1
Ethiopia	1
Fiji	4
France	2
Greece	1
Hong Kong	4
India	9
Indonesia	1
Japan	2
Kenya	2
Liberia	1
Malaysia	3
Nepal	1
Netherlands	1
Nigeria	3
Northern Ireland	3
Papua New Guinea	4

Philippines	4
Republic of Ireland	2
Russia	1
Scotland	2
Sri Lanka	3
South Africa	4
Taiwan	1
Tanzania	1
United Kingdom (England)	16
United States of America	5
Zimbabwe	4
TOTAL	95

Table 1: Assessment/reassessment of overseas academic qualifications

Assessment/reassessment of practical legal training and experience in practice

Jurisdiction	Number of applications
Canada	1
France	2
Greece	1
Hong Kong	2
India	3
Malaysia	1
Nigeria	3
Northern Ireland	1
Papua New Guinea	3
Philippines	1
Republic of Ireland	1
Scotland	2
Singapore	1
South Africa	3
Sri Lanka	2
United Kingdom (England)	6
USA	4
TOTAL	37

Table 2: Assessment/reassessment of overseas PLT and experience in practice

Skilled migration certificates

In conjunction with the Department of Home Affairs, the Board continues to prepare skills assessment certificates for those applying for migration visas. During the reporting period, the Board prepared 51 skills assessment certificates.

Consultations

The Board continued to be consulted extensively on a number of issues under consideration by LACC.

Financial performance and standards

The Board's financial performance during 2022/2023 was as follows:

Item	2022/2023 Budget	2022/2023 Actual	Variance
INCOME			
Admission Revenue	\$782,386	\$791,774	\$9,388
Mutual Recognition Revenue	\$8,052	\$6,039	(\$2,013)
Other (Sundry) Income	\$46,780	\$103,616	\$56,836
TOTAL	\$837,218	\$901,429	\$64,211
Employee expenses (incl. on costs)	\$586,612	\$479,952	\$106,660
Professional Consulting/Legal Fees	\$309,600	\$330,300	(\$20,700)
Management fees (including office rent)	\$80,898	\$68,309	\$12,589
Projects, Printing and Stationery	\$86,500	\$38,089	\$48,411
Audit fees	\$11,200	\$11,300	(\$100)
Other expenses	\$61,973	\$18,137	\$43,236
TOTAL	\$1,136,783	\$946,087	\$190,696
OPERATING SURPLUS/DEFICIT	(\$299,565)	(\$44,658)	(\$254,907)

Table 3: 2022/2023 Financial performance

The Board's financial statements that have been audited by the Auditor-General of Queensland are included at Appendix 3.

At the time of preparing the Board's 2022/2023 budget, it was estimated the Board would receive approximately 1,178 applications for admission and applications under both the domestic and Trans-tasman mutual recognition schemes. This figure was based on the number of applications received during the previous year. During the reporting period however, the Board received slightly more applications (1,242) than anticipated which accounts in part for the income variance relating to income received. The remainder of the variance is attributable to two inconsistencies arising, those being:

- (i) between when applications and fees are received, for example, at the end of the previous reporting period and the beginning of the current reporting period; and

- (ii) the number of applications considered by the Board tending to be more than the number of applications actually received as the Board considers some applications on more than one occasion, however an applicant is only required to pay the application fee once.

Additional income was received under the head Other (Sundry) Income primarily due to increases in bank interest rates as applied to the Board's cash and cash equivalent.

Costs relating to expenses for staff salaries and on-costs were less due to the movement of staff and subsequent recruitment throughout the reporting period.

The Board continues to incur considerable expenses for professional consulting/legal fees as the Board briefs Counsel and/or solicitors to appear on its behalf in relation to complex applications for admission. While it is extremely difficult to anticipate potential legal fees that may be incurred and there is no way to anticipate when or how many applications may be opposed or referred by the Court for determination of fact, it is anticipated this amount may be less in the next reporting period.

For the reporting period, the Board's project, printing and stationery costs were also significantly less than budgetary estimates. Costs associated with publishing the 2023 QLC were approximately \$37,732. An additional amount was budgeted for the Board's online admission solution but this was not expended. Actual costs for various other expenses included in the budget were also not expended such as recruitment fees, costs for staff training, travel and accommodation expenses, postage and courier costs, and an amount for office and computer equipment.

Governance – risk management and accountability

Risk management committee

Under the discretionary provisions of the FPMS, the Board continued not to appoint a risk management committee during the reporting period.

The Board has a risk management system including a risk management plan and risk register. During the reporting period neither the plan nor register have been reviewed.

External scrutiny

Aside from the annual audit of its financial statements, the Board has not been the subject of external audit or review. No issues have been raised during the audit of the Board's financial statements.

Audit committee and internal audit function

Under the discretionary provisions of the FPMS, the Board continued not to appoint an audit committee or internal audit function during the reporting period. This decision is due to the

size of the Board and because the Board's operating systems and processes are provided by the QLS in accordance with section 662 of the Act.

The Board has not received a directive from the appropriate Minister to establish an internal audit function.

Information systems and record governance

Retention and Disposal of the Board's records continues in accordance with the QLS' *Retention and Disposal Schedule* (issued October 2021) and the Queensland State Archivist (QSA) Records Governance Policy (v1.0.2 issued April 2019).

The Board has prepared its own retention and disposal schedule that was considered at the Board's meeting in April 2017. No further consideration of the schedule has been required or undertaken during the reporting period.

Governance – human resources

Workforce planning, attraction, developing and retention

The Board continues to receive Secretariat and administrative support under section 662 of the Act through QLS staff.

The Secretary to the Board has been in her current role for 20½ years. One of the Board's Admissions Assistants has been in her current role for 4¼ years.

The role of Program Compliance Officer is held by a part-time staff member (0.5) and assists the Board's Secretary to assess the compliance of local law and PLT programs with the requirements of Guidelines 1 and 2 of the Admission Rules (Attachments A and B of the LACC Report). This role was filled by the current officer in March 2023 following resignation of the previous officer in September 2022. In September 2022, the Board's current Admissions Compliance Officer commenced on a part time basis (0.8) in an updated role which had been vacant since February 2022. One of the Board's full time Admissions Assistants resigned in August 2022 and was replaced with a new staff member who commenced on a part time basis (0.8) in September 2022. This new staff member subsequently resigned in November 2022 and was replaced by a part time staff member (.08) in March 2023. At the beginning of the reporting period, a full time temporary administrative assistant was recruited to assist the Board. This staff member's contract ended in December 2022 and the role was filled with a part time administrative assistant (0.66) in March 2023.

The Board's workforce profile and target group data as at the last full fortnight of the June 2023 quarter (including external assessors) is as follows:

Gender	Number (Headcount)	Percentage of total workforce (Calculated on headcount)
Woman	6	75%
Man	2	25%
Non-binary	-	0%
Diversity Groups	Number (Headcount)	Percentage of total workforce (Calculated on headcount)
Women	6	75%
Aboriginal Peoples and Torres Strait Islander Peoples	-	0%
People with disability	-	0%
Culturally and Linguistically Diverse – Born overseas	-	0%
Culturally and Linguistically Diverse – Speak a language at home other than English (including Aboriginal and Torres Strait Islander languages or Australian South Sea Islander languages)	-	0%
Leadership	Number (Headcount)	Percentage of total Leadership Cohort (Calculated on headcount)
Women in Leadership Roles	1	100%

Table 4: 2022/2023 Workforce Profile

During the reporting period, the QLS contracted two casual external legal practitioners to perform the assessments and reassessments of overseas academic and PLT and experience in practice applications. Both of the Board's external assessors remained in their roles during the reporting period.

Although the Board does not employ staff, it supports the QLS's workforce planning and performance management frameworks, and takes an active role in supporting the continued training of the Secretariat staff's attendance at internal and external training to develop their capabilities and enhance their skills.

The Board supports the QLS promoting flexible working arrangements, for example, flexible work hours, working from home, etc. and work-life balance.

Early retirement, redundancy and retrenchment

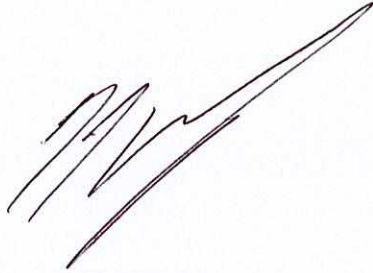
No redundancy/early retirement/retrenchment packages were paid during the reporting period.

Disclosure of additional information – Open Data

Additional information in relation to the Board's reporting obligations in terms of engaging consultants, overseas travel, and Queensland Language Services Policy, can be obtained through the Government Open Data website at www.qld.gov.au/data.

Requirements of annual reporting under *Financial Accountability Act 2009*

This annual report has been prepared pursuant to section 63(1) of the FAA and other prescribed requirements. The Board has complied with its requirements to provide the annual report in accordance with its statutory requirements.

A handwritten signature in dark ink, appearing to read 'Greg Moroney', with a long, sweeping flourish extending upwards and to the right.**GREG MORONEY****Chair**

18 September 2023

Glossary

Organisations

AALAA	Administrators of Australian Law Admitting Authorities
ACU	Australian Catholic University
BAQ	Bar Association of Queensland
Board	Legal Practitioners Admissions Board
Bond	Bond University
College	College of Law (Qld)
CQU	Central Queensland University
DHA	Department of Home Affairs
DJAG	Department of Justice and Attorney-General
Griffith	Griffith University
JCU	James Cook University
LACC	Law Admissions Consultative Committee
LCCL	Leo Cussen Centre for Law
LSC	Legal Services Council and Commissioner for Uniform Legal Services Regulation
MCF	Minds Count Foundation (previously the Tristan Jepson Memorial Foundation)
OQAC	Overseas Qualifications Assessment Committee
QCAT	Queensland Civil and Administrative Tribunal
QLS	Queensland Law Society
QSA	Queensland State Archivist
QUT	Queensland University of Technology
USC	University of the Sunshine Coast
USQ	University of Southern Queensland

UQ	University of Queensland
VLAB	Victorian Legal Admissions Board
Statutory instruments	
Act	<i>Legal Profession Act 2007 (Qld)</i>
FAA	<i>Financial Accountability Act 2009 (Qld)</i>
FPMS	<i>Financial and Performance Management Standard 2019 (Qld)</i>
HRA	<i>Human Rights Act 2019 (Qld)</i>
IPA	<i>Information Privacy Act 2009 (Qld)</i>
MRA	<i>Mutual Recognition (Queensland) Act 1992</i>
PIDA	<i>Public Interest Disclosure Act 2010 (Qld)</i>
PRA	<i>Public Records Act 2002 (Qld)</i>
PSEA	<i>Public Sector Ethics Act 1994 (Qld)</i>
RTIA	<i>Right to Information Act 2009 (Qld)</i>
Admission Rules	<i>Supreme Court (Admission) Rules 2004</i>
TTMRA	<i>Trans-Tasman Mutual Recognition (Queensland) Act 2003</i>
General	
Accreditation Standards	<i>Accreditation Standards for Australian Law courses</i>
CORO	Conference of Regulatory Officers
HR	Human Resources
ICT	Information and Communication Technology
IELTS	International English Language Testing System
IT	Information Technology
PLT	Practical legal training
QDAN	Queensland Disposal Authority Number
QLC	<i>Queensland Lawyers' Companion</i>

Uniform Principles

Uniform Principles for Assessing Qualifications for Overseas Applicants for Admission to the Australian Legal Profession
(Admission Guidelines Number 3 issued under Rule 9AA(1)(c) of the Admission Rules)

Appendices

Appendix 1 Compliance checklist

Appendix 2 Information about Government Bodies

Appendix 3 Audited 2022/2023 financial statements

(The materials presented in these financial statements are provided by the Board for information purposes only. Users should note that the electronic versions of the financial statements are not recognised as the official or authorised version. The electronic versions are provided solely on the basis that users will take responsibility for verifying their accuracy, completeness and currency. Although considerable resources are used to prepare and maintain the electronic versions, the Board accepts no liability for any loss or damage that may be incurred by any person acting in reliance on the electronic versions.

The official copy of the annual report, as tabled in the Legislative Assembly of Queensland, can be accessed from the Queensland Parliament's tabled papers database: <https://www.parliament.qld.gov.au/Work-of-the-Assembly/Tabled-Papers>

Appendix 4 Statistical data 2022/2023

List of figures, graphs and tables

Figure 1 Organisational structure

Graph 1 Admission numbers over previous five (5) financial years

Table 1 Assessment of overseas academic qualifications

Table 2 Assessment of practical legal training and experience in practice

Table 3 2022/2023 financial performance

APPENDIX 1 - Compliance Checklist

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	ii
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	iii - iv 25 - 27
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	i
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	i
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	i
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	i
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10	1 - 2
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community and whole-of-government plans/specific initiatives 	ARRs – section 11.1	3
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.2	3 – 10
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.3	15 - 19
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	20 - 21
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	10 – 15
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	11 - 13
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	Appendix 2
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	15
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5	15
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6	Not applicable
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	21
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	21
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3	21
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4	21
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5	22
	<ul style="list-style-type: none"> Information Security attestation 	ARRs – section 14.6	Not applicable

Summary of requirement		Basis for requirement	Annual report reference
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	22 - 23
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	23
Open Data	• Statement advising publication of information	ARRs – section 16	23
	• Consultancies	ARRs – section 31.1	https://data.qld.gov.au
	• Overseas travel	ARRs – section 31.2	https://data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 31.3	https://data.qld.gov.au
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Appendix 3
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Appendix 3

FAA

Financial Accountability Act 2009

FPMS

Financial and Performance Management Standard 2019

ARRs

Annual report requirements for Queensland Government agencies

Annual report requirements for Queensland Government agencies for the 2022–23 reporting period

Reporting template for Section 13.3 Government bodies (statutory bodies and other entities)

Name of Government body Legal Practitioners Admissions Board					
Act or instrument	Legal Profession Act 2007 (Qld)				
Functions	<p>The Board's primary role is to assist the Supreme Court by making a recommendation about each application for admission as a lawyer in Queensland y considering whether an application is made under the Rules, whether an applicant is eligible and suitable for admission, and whether there are other matters the Supreme Court may consider relevant to the application.</p> <p>The Board's other functions include:</p> <ul style="list-style-type: none"> considering and making declarations as to an applicant's suitability for admission in terms of applications for early consideration of suitability; approving, in conjunction with the Chief Justice of Queensland, academic qualifications and practical legal training (PLT) programs as 'approved academic qualifications' and 'approved practical legal training requirements' respectively; assessing and approving academic, and practical legal training and experience in practice, of overseas law graduates and legal practitioners in accordance with the Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession (the Uniform Principles); overseeing the supervised traineeship scheme as 'approved practical legal training requirements' and prerequisite for those seeking to be admitted as a lawyer in Queensland in accordance with the Rules; granting approval for law graduates to commence their approved practical legal training early thereby allowing students to undertake their training in conjunction with their academic qualifications; providing information, service areas, and support to applicants seeking to complete the requirements and apply to the Supreme Court for admission as a lawyer in Queensland. 				
Achievements	Included within the content of the Annual Report 2022 – 2023 at pages 3 to 10, and 15 to 19.				
Financial reporting	Transactions of the Legal Practitioners Admissions Board are audited on an annual basis by the Queensland Audit Office and are accounted for in the Annual Financial Statements (2022 – 2023). Reporting also provided in 2022 – 2023 Annual Report at pages 20 to 21.				
Remuneration					
Position	Name	Meetings/sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
Chair	Mr Greg Moroney (*see below under LACC meetings)	8	Nil	Nil	Nil
Board member	Mr Graham Gibson KC	9	Nil	Nil	Nil
Board member	Mr Michael Copley KC	9	Nil	Nil	Nil
Board member	Ms Jennifer Sheean	10	Nil	Nil	Nil
Deputy Chair	Mr Noel Jensen	10	Nil	Nil	Nil
Board member	Ms Petrina MacPherson	8	Nil	Nil	Nil
Board member	Ms Philippa Mott	8	Nil	Nil	Nil
Board member	Ms Julie Steel	4	Nil	Nil	Nil
No. scheduled meetings/sessions	10				
Total out of pocket expenses	Nil				

Name of Government body <i>Law Admissions Consultative Committee</i>					
Act or instrument	<i>Nil</i>				
Functions	<i>To oversee and prescribe requirements relevant to admission for admitting authorities within Australia.</i>				
Achievements	<i>Unknown</i>				
Financial reporting	<i>Unknown</i>				
Remuneration					
Position	Name	Meetings/sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
Member	<i>Mr Greg Moroney</i>	<i>All attended by teleconference</i>	<i>Nil</i>	<i>N/A</i>	<i>Nil</i>
No. scheduled meetings/sessions	3				
Total out of pocket expenses	<i>Nil</i>				

LEGAL PRACTITIONERS ADMISSIONS BOARD

Financial Report
For the year ended 30 June 2023

Legal Practitioners Admissions Board

Financial Report

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Legal Practitioners Admissions Board
Statement of Comprehensive Income
For the year ended 30 June 2023

	Notes	2023 \$	2022 \$
Revenue			
Admission revenue	B1	797,813	802,514
Interest income	B1	62,552	5,800
Other revenues	B1	41,064	37,696
Total revenue		901,429	846,010
Expenses			
Administration expenses	B2-1	866,478	733,720
Management fees paid to Queensland Law Society Incorporated		68,309	68,803
Audit fees	B2-2	11,300	10,900
Total expenses		946,087	813,423
Operating result for the year		(44,658)	32,587
Other comprehensive income		-	-
Total comprehensive income for the year		(44,658)	32,587

The accompanying notes form part of these statements.

Legal Practitioners Admissions Board
Statement of Financial Position
As at 30 June 2023

		2023	2022
	Notes	\$	\$
Current assets			
Cash and cash equivalents	C1	2,193,087	2,149,567
Receivables	C3	39,681	5,704
Total current assets		2,232,768	2,155,271
Total assets		2,232,768	2,155,271
Current liabilities			
Payables	C4	174,808	52,653
Total current liabilities		174,808	52,653
Total liabilities		174,808	52,653
Net assets		2,057,960	2,102,618
Equity			
Accumulated surplus		2,057,960	2,102,618
Total equity		2,057,960	2,102,618

The accompanying notes form part of these statements.

Legal Practitioners Admissions Board
Statement of Changes in Equity
For the year ended 30 June 2023

	2023	2022
	\$	\$
Accumulated surplus		
Balance at 1 July	2,102,618	2,070,031
Total comprehensive income for the year	(44,658)	32,587
Balance at 30 June	2,057,960	2,102,618

The accompanying notes form part of these statements.

Legal Practitioners Admissions Board
Statement of Cash Flows
For the year ended 30 June 2023

		2023	2022
		\$	\$
	Notes	Inflows/ (Outflows)	Inflows/ (Outflows)
Cash flows from operating activities			
Contributions by practitioners and other receipts		838,652	840,210
Interest receipts		62,531	5,800
GST input tax credits from ATO		36,689	33,278
Administration expenses and other payments		(857,663)	(816,810)
GST Paid to suppliers		(36,689)	(33,278)
Net cash generated from operating activities	C1	43,520	29,200
Net increase in cash and cash equivalents held		43,520	29,200
Cash and cash equivalents at the beginning of the financial year		2,149,567	2,120,367
Cash and cash equivalents at the end of the financial year	C1	2,193,087	2,149,567

The accompanying notes form part of these statements.

Legal Practitioners Admissions Board
Notes to the Financial Statements
For the year ended 30 June 2023

A1 BASIS OF FINANCIAL STATEMENT PREPARATION

A1-1 GENERAL INFORMATION

The Legal Practitioners Admissions Board (the Board) operates pursuant to s659 of the *Legal Profession Act 2007* (the Act). The Board has been established for the purpose of performing its statutory obligations and obligations under the Act and Admission Rules.

The principal place of business of the Board is 179 Ann Street, Brisbane, QLD 4000.

A1-2 COMPLIANCE WITH PRESCRIBED REQUIREMENTS

The Board has prepared these financial statements in compliance with section 39 of the *Financial and Performance Management Standard 2019*. The financial statements comply with Queensland Treasury's Minimum Reporting Requirements for reporting periods beginning on or after 1 July 2022.

The Board is a not-for-profit entity and these general purpose financial statements are prepared on an accrual basis (except for the Statement of Cash Flows which is prepared on a cash basis) in accordance with Australian Accounting Standards and Interpretations applicable to not-for-profit entities.

A1-3 PRESENTATION

Currency and rounding

Amounts included in the financial statements are in Australian dollars and rounded to the nearest dollar.

Comparatives

Comparative information reflects the audited 2021-22 financial statements.

Current/non-current classification

Assets and liabilities are classified as either 'current' or 'non-current' in the Statement of Financial Position and associated notes.

Assets are classified as 'current' where their carrying amount is expected to be realised within twelve (12) months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within twelve (12) months after the reporting date, or the Fund does not have an unconditional right to defer settlement to beyond twelve (12) months after the reporting date.

All other assets and liabilities are classified as 'non-current'.

A1-4 BASIS OF MEASUREMENT

Historical cost is used as the measurement basis in this financial report except where stated otherwise.

A2 THE BOARD'S OBJECTIVES

The Board's primary role is to assist the Supreme Court of Queensland by making a recommendation about each application for admission. The major source of income for the Board is Admission Application fees as prescribed under the *Legal Profession Regulation 2007*.

A3 AUTHORISATION OF FINANCIAL STATEMENTS FOR ISSUE

The financial statements are authorised for issue by the Board Chairperson and Deputy Chairperson at the date of signing the Management Certificate.

Legal Practitioners Admissions Board
Notes to the Financial Statements
For the year ended 30 June 2023

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B1 REVENUE

Admissions revenue, registration of traineeship fees and approval of overseas academic and practical legal training fees are recognised when payment is received. Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset and is also recognised net of bank charges.

	2023	2022
	\$	\$
Admission Revenue		
Admission application fee	791,774	795,309
Admission application fee – mutual recognition	6,039	7,205
	797,813	802,514
Other Revenues		
Registration of traineeship	2,614	3,118
Approval of overseas academic and practical legal training	20,647	12,836
Interest income	62,552	5,800
Sundry income	17,803	21,742
	103,616	43,496
Total revenue	901,429	846,010

B2 EXPENSES

B2-1 ADMINISTRATION EXPENSES

	2023	2022
	\$	\$
Salaries and Wages	479,952	397,733
Professional fees	330,300	275,493
Printing and stationery	38,089	45,803
Other expenses	18,137	14,691
Total administration expenses	866,478	733,720

Wages and salaries due but unpaid at reporting date are recognised in the Statement of Financial Position at current salary rates. As the Board expects such liabilities to be wholly settled within 12 months of reporting date, the liabilities are recognised at undiscounted amounts.

Superannuation contributions are made to eligible complying superannuation funds based on the rates specified in the relevant conditions of employment. Contributions are expensed when they are paid or become payable following completion of the employee's service each pay period. Any contributions due but unpaid at reporting date are recognised in the Statement of Financial Position at current rates. As the Board expects such liabilities to be wholly settled within 12 months of reporting date, the liabilities are recognised at undiscounted amounts.

Professional fees paid to legal firms and other professionals in assisting the Fund in reviewing applications and admissions from practitioners seeking admission to the legal profession in Queensland.

The Board pays premiums to WorkCover Queensland in respect of its obligations for employee compensation. Workers' compensation insurance is a consequence of employing staff, but is not counted in an employee's total remuneration package. It is not an employee benefit and is recognised separately as employee related expenses.

Key management personnel and remuneration disclosures are detailed in Note E1.

Legal Practitioners Admissions Board
Notes to the Financial Statements
For the year ended 30 June 2023

B2 EXPENSES (continued)

B2-2 AUDIT FEES

Total audit fees paid or payable to the Queensland Audit Office to perform an audit of the Board's transactions for 2022-23 are \$11,300 (2022: \$10,900). There are no non-audit services included in this amount.

	2023	2022
	\$	\$
Audit fees	11,300	10,900
Total audit fees	11,300	10,900

C1 CASH AND CASH EQUIVALENTS

For the purposes of the Statement of Financial Position and Statement of Cash Flows, cash assets include all cash and cheques receipted and banked at 30 June as well as deposits on call with financial institutions. The Cash Deposit Account is an interest bearing account which is readily convertible to cash on hand at the Board's option and is subject to a low risk of changes in value.

	2023	2022
	\$	\$
Cash at bank and on hand	114,329	73,383
Cash deposit account	2,078,758	2,076,184
Total cash and cash equivalents	2,193,087	2,149,567

Reconciliation of the operating result for the year to net cash generated from operating activities

	2023	2022
	\$	\$
Operating result for the year	(44,658)	32,587
Changes in assets and liabilities:		
(Increase)/decrease in receivables	(33,977)	(4,009)
(Decrease)/increase in payables	122,155	622
Net cash generated from operating activities	43,520	29,200

Legal Practitioners Admissions Board
Notes to the Financial Statements
For the year ended 30 June 2023

C2 FINANCIAL INSTRUMENTS

Recognition

Financial assets and financial liabilities are recognised in the Statement of Financial Position when the Board becomes party to the contractual provisions of the financial instrument.

Classification

Financial instruments are classified as follows:

- Receivables – held at amortised cost
- Payables – held at amortised cost
- Cash and cash equivalents

The Board does not enter into transactions for speculative purposes, nor for hedging.

Liquidity risk

In the management of liquidity risks, the Board monitors and maintains a level of cash and cash equivalents deemed adequate by management to finance the Board's operations and mitigate the effects of fluctuations in cash flows.

The Board manages its expected cash flow requirements against the budget. These are monitored in conjunction with available cash and investments readily convertible to cash.

As at the reporting date, the Board's financial liabilities are all current.

C3 RECEIVABLES

All receivables have been recognised on an accrual basis and are carried at actual amounts less an impairment.

The Board assesses at each reporting date whether there is objective evidence that these financial assets are impaired and recognises an allowance for impairment when such evidence exists. A further allowance for impairment is calculated by applying the simplified approach to the calculation of lifetime expected credit losses.

The percentage applied is calculated based on historical default rates with a forward-looking estimate adjustment which incorporates various risk factors appropriate for the class of receivable being assessed. The table below is presented net of impairment.

	2023	2022
	\$	\$
Prepayments and other receivables	39,456	5,704
Queensland Law Society Incorporated	225	-
Total receivables	39,681	5,704

C4 PAYABLES

Trade creditors are recognised on receipt of goods or services and are carried at actual amounts, gross of applicable trade and other discounts. Amounts are unsecured and are generally settled on 30 day terms.

	2023	2022
	\$	\$
Trade creditors	161,753	42,241
Other payables	13,055	10,412
Total payables	174,808	52,653

Legal Practitioners Admissions Board
Notes to the Financial Statements
For the year ended 30 June 2023

D1 CONTINGENT LIABILITIES AND EVENTS AFTER BALANCE DATE

There were no known contingent liabilities at 30 June 2023. There are no events subsequent to reporting date requiring disclosure in the financial report.

E1 KEY MANAGEMENT PERSONNEL DISCLOSURES

Key management personnel and remuneration disclosures are made in accordance with the *Financial Reporting Requirements of Queensland Government Agencies for Reporting Periods beginning on or after 1 July 2022* (FRR) (Queensland Treasury, April 2020), consistent with additional guidance included in the revised version of AASB 124 *Related Party Disclosures*.

The following details for key management personnel include those positions that had authority and responsibility for planning, directing and controlling the activities of the Board during 2022-23. The role of Chair and Deputy Chair are supported by the appointed board members.

Position	Position Responsibility
Chair	Responsible for determining Board meetings and oversee functions performed by board members and authorising operational matters. In addition, acts as the Chief Justice's representative on Law Admissions Consultative Committee.
Deputy Chair	Exercising the powers of Chair in his absence and acts as a signatory to the Board's bank account.
Board Member	The Board's primary role is to assist the Supreme Court by making a recommendation about each application for admission as a lawyer in Queensland considering whether an application is made under the Rules, whether an applicant is eligible and suitable for admission, and whether there are other matters the Supreme Court may consider relevant to the application.

Position	Person	Start of Term	End of Term
Chair	Mr Greg Moroney	01/07/2004	Current
Board Member	Mr Noel Jensen	01/07/2004	Current
Board Member	Ms Jennifer Sheean	15/09/2017	Current
Board Member	Ms Julie Steel	01/07/2007	Current
Board Member	Ms Petrina Macpherson	01/07/2021	Current
Board Member	Ms Philippa Mott	04/03/2021	Current
Board Member	Mr Graham Gibson KC	01/07/2022	Current
Board Member	Mr Michael Copley KC	01/07/2022	Current

Legal Practitioners Admissions Board

Notes to the Financial Statements

For the year ended 30 June 2023

KMP Remuneration Policy

The Board is constituted by eight (voluntary) members under section 660 of the Act. The Honourable Chief Justice of Queensland appoints six members: four members by nomination, and two are nominated by Queensland Law Society and the Bar Association of Queensland ('BAQ').

The Board members are not remunerated for their services to the Board.

E2 RELATED PARTY TRANSACTIONS

The following significant transactions took place between the Board and its related parties during the financial period on commercial terms agreed by the parties concerned.

	2023	2022
	\$	\$
Management fees paid to Queensland Law Society	68,309	68,803
Professional fees paid to a firm of which a board member is a KMP:		
- Jensen & Co	4,955	78,648
- Jennifer Sheean	38,475	75,600
- Greg Moroney	414	423
Total related party transactions	112,153	223,474

Legal Practitioners Admissions Board
Notes to the Financial Statements
For the year ended 30 June 2023

E3 FIRST YEAR APPLICATION OF NEW ACCOUNTING STANDARDS OR CHANGE IN ACCOUNTING POLICY

Changes in accounting policy

The Board did not voluntarily change any of its accounting policies during 2022-23.

Accounting standards early adopted

No Australian Accounting Standards have been early adopted for 2022-23.

Accounting standards applied for the first time

No Australian accounting standards or interpretations that apply for the first time during 2022-23 had any impact on the Board.

E4 TAXATION

The Board is exempt from income tax by virtue of section 50-25 of the *Income Tax Assessment Act 1997* apart from Fringe Benefits Tax (FBT) and Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of the expense. Receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the statement of financial position.

Cash flows are included in the Statement of Cash Flows on a gross basis. The GST components of cash flows arising from investing activities and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

Legal Practitioners Admissions Board
Management Certificate
For the year ended 30 June 2023

These general purpose financial statements have been prepared pursuant to section 62(1) of the *Financial Accountability Act 2009* (the Act), section 39 of the *Financial and Performance Management Standard 2019* and other prescribed requirements. In accordance with section 62(1)(b) of the Act we certify that in our opinion:

- a. the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects;
- b. the financial statements have been drawn up so as to present a true and fair view, in accordance with the prescribed accounting standards, of the transactions of the Legal Practitioners Admissions Board for the financial year ended 30 June 2023 and of the financial position of the Board as at the end of that year.

We acknowledge responsibility under section 7 and section 11 of the *Financial and Performance Management Standard 2019* for the establishment and maintenance, in all material respects, of an appropriate and effective system of internal controls and risk management processes with respect to financial reporting throughout the reporting period.


Chairperson
Greg Morohey

30 August 2023

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Deputy Chairperson
Noel Jensen

30 August 2023

31/8/2023

INDEPENDENT AUDITOR'S REPORT

To the Board of Legal Practitioners Admissions Board

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of Legal Practitioners Admissions Board.

In my opinion, the financial report:

- a) gives a true and fair view of the entity's financial position as at 30 June 2023, and its financial performance and cash flows for the year then ended
- b) complies with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including material accounting policy information, and the management certificate.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report.

I am independent of the entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the entity for the financial report

The Board is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019 and Australian Accounting Standards, and for such internal control as the Board determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The Board is also responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the entity or to otherwise cease operations.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances. This is not done for the purpose of forming an opinion on the effectiveness of the entity's internal controls, but allows me to form an opinion on compliance with prescribed requirements.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the entity.
- Conclude on the appropriateness of the entity's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

Statement

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2023:

- a) I received all the information and explanations I required.
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Financial Accountability Act 2009*, any other Act and the Financial and Performance Management Standard 2019. The applicable requirements include those for keeping financial records that correctly record and explain the entity's transactions and account balances to enable the preparation of a true and fair financial report.



31 August 2023

Michelle Reardon
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

**1 JULY 2022 TO 30 JUNE 2023
LEGAL PRACTITIONERS**

	BRISBANE						CAIRNS						ROCKHAMPTON						TOWNSVILLE											
	DLP						DLP						DLP						DLP											
	ST	Other	COLQ	Bond	QUT	LeoC	ANU	ST	Other	COLQ	Bond	QUT	LeoC	ST	Other	COLQ	Bond	QUT	LeoC	ST	Other	COLQ	Bond	QUT	LeoC	Total	TTMRA	MIRA	Total	
July	1	12	55	7	7	0	0										6	1								89	1	1	2	
Aug	2	11	79	7	37					3					1				1							142	0	0	0	
Sept		2	41	12	23	9		1		2		1	1			4	1	1								98	1	1	2	
Oct	1		56	6	7	1				5		1	1													78	1	0	1	
Nov	1		96	16	21											5										142	1	2	3	
Dec	1	1	116	9	15	1				1		2					5	1	2							155	3	0	3	
Jan																										0	4	0	4	
Feb	6	4	80	15	35	4		1								3				1						149	3	0	3	
March	28	6	70	15	23	1				1					1	1	1	1								147	3	0	3	
April										6		1					5									12	2	0	2	
May																										0	6	0	6	
June	5	2	136	16	21	1				9			1				9	1								201	0	0	0	
Total	45	38	729	103	189	17	0	1	0	22	0	4	2	1	0	10	0	4	5	1	2	38	4			1213	25	4	29	
Grand Total																														1242