

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 7	4
Accessibility	Table of contents	ARRs – section 9.1	5-6
	Glossary		220-221
	Public availability	ARRs – section 9.2	3
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	3
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	3
	Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5	N/A
General information	Introductory Information	ARRs – section 10	3, 7-21
Non-financial performance	Government's objectives for the community and whole-of-government plans/ specific initiatives	ARRs – section 11.1	7
	Agency objectives and performance indicators	ARRs – section 11.2	9-99
	Agency service areas and service standards	ARRs – section 11.3	9-99
Financial performance	Summary of financial performance	ARRs – section 12.1	98-99
Governance – management and structure	Organisational structure	ARRs – section 13.1	22-26
	Executive management	ARRs – section 13.2	23-24, 58-59, 88-95
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3	3
	Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	96-97
	Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	7, 31-33, 40-42, 73, 86
	Queensland public service values	ARRs – section 13.6	17-21

Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	Risk management	ARRs – section 14.1	23-26, 96
	Audit committee	ARRs – section 14.2	23-26, 96
	Internal audit	ARRs – section 14.3	23-26, 96
	External scrutiny	ARRs – section 14.4	158-160, 178-179, 184, 196-198, 216-217
	Information systems and recordkeeping	ARRs – section 14.5	96
	Information Security attestation	ARRs – section 14.6	N/A
Governance – human resources	Strategic workforce planning and performance	ARRs – section 15.1	85-88
	Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	86-88
Open Data	Statement advising publication of information	ARRs – section 16	N/A
	Consultancies	ARRs – section 33.1	https://data.qld.gov.au
	Overseas travel	ARRs – section 33.2	https://data.qld.gov.au
	Queensland Language Services Policy	ARRs – section 33.3	https://data.qld.gov.au
Financial statements	Certification of financial statements	FAA – section 62	157, 177, 183, 195, 215
		FPMS – sections 38, 39 and 46	
		ARRs – section 17.1	
	Independent Auditor's Report	FAA – section 62	158-160, 178-179, 184, 196-198, 216-217
		FPMS – section 46 ARRs – section 17.2	

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*

Glossary

ADR	Alternative Dispute Resolution
ARRs	Annual report requirements for Queensland Government agencies
ASX	Australian Stock Exchange
Call to parties	Queensland Law Society's pre-election document outlining the profession's concerns and priority areas
CBD	Central business district
CEO	Chief executive officer
COVID-19	Coronavirus
CPD	Continuing professional development
Cth	Commonwealth
Cyber Essentials Insurance	An insurance policy offering cyber incident cover to QLS member firms
DFV	Domestic and Family Violence
DLA	District Law Association
DPP	Director of Public Prosecutions
ECL	Early career lawyer
Email newsletter	Newsletter delivered by email
FRC	Finance and Risk Committee
FTE	Full-time equivalent
Guidance statements	Documents that outline Queensland Law Society's guidance on a particular subject
HRIS	Human Resources Information System
IP Act	<i>Information Privacy Act 2009</i>
KPI	Key performance indicator
LawCare	Counselling and wellbeing assistance program for Queensland Law Society staff and members
Lexon	Lexon Insurance Pte Ltd, a wholly-owned subsidiary company of Queensland Law Society
LPA	<i>Legal Profession Act 2007</i> (Qld)
Minds Count	Organisation promoting mental health and wellbeing in the legal profession – formerly known as the Tristan Jepson Memorial Foundation
Open rate	The number of times an email has been opened
PC	Practising certificate
PMC	Practice Management Course
QC	Queen's Counsel
QLS	Queensland Law Society
QLS Proctor	Queensland Law Society's online news publication

QLS Update	Queensland Law Society's weekly e-newsletter
QLS Symposium	Queensland Law Society's annual education conference for the Queensland legal profession
QSA	Queensland State Archives
RAP	Reconciliation Action Plan
RTI Act	<i>Right to Information Act 2009</i> (Qld)

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