

# *Legal Practitioners Admissions Board*

## **2018 – 2019 Annual Report**

**Law Society House  
Level 5, 179 Ann Street  
BRISBANE QLD 4000  
ISSN 2200 - 9175**

19 September 2019

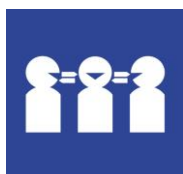
## Public Availability of Annual Report

The Legal Practitioners Admissions Board's Annual Report 2018/2019 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  
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Alternatively, the Legal Practitioners Admissions Board's Annual Report 2018/2019 is available on the Queensland Law Society website [www.qls.com.au](http://www.qls.com.au) under 'Knowledge centre', 'Admission Board', 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>



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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19 September 2019

The Honourable Ms Yvette D'Ath MP  
Attorney-General and Minister for Justice  
GPO Box 149  
BRISBANE QLD 4001

Dear Attorney

**Re: Legal Practitioners Admissions Board Annual Report – 2018/2019**

I am pleased to submit for presentation to Parliament the Annual Report 2018/2019 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



**Mr GREG MORONEY**

Chair of the  
Legal Practitioners Admissions Board

**Encl**

19 September 2019

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## Introduction

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



Under part 7.5 of the *Legal Profession Act 2004*, and continuing 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 values and vision include supporting the judiciary, the legal profession and the public interest by ensuring the integrity of those entering the legal profession as well as maintaining and safeguarding the educational and practical legal training standards of the legal profession. The Board's values also include integrity, respect and being accountable to the judiciary, the profession and 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 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;
- 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);
- 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 the Admission Rules;
- granting approval for law graduates 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);
  - (iv) Information Standard 40: Recordkeeping (IS40); and
  - (v) Information Standard 31: Retention and Disposal of Public Records (IS31); and
- (3) a ‘public sector entity’ for the *Public Sector Ethics Act 1994* (Qld) (PSEA) and the *Public Interest Disclosure Act 2010* (Qld) (PIDA).

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

### **Strategic direction and contribution of agency service areas to government objectives**

The Board approved a strategic plan for the 2017 – 2021 period at its meeting in October 2017. 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 2017 – 2021 encapsulates three strategies as follows:

#### ***Responsive and integrated front-line services***

Objective 1: Provide responsive and integrated services through revitalised processes for dealing with admission applications by investing in projects that deliver efficient and cost-effective procedures while maintaining the integrity of the admission process.

Objective 2: Achieve improved education, training and standards of legal education and PLT required of entry-level lawyers and streamline regulation of legal programs offered by Queensland tertiary institutions.

#### ***Improve accountability, compliance and integrity in Government***

Objective 3: Improve accountability, compliance and integrity by discharging statutory obligations and improving governance.

The Board's strategic objectives contribute to the following Government Objectives:

- stimulating economic growth and innovation;
- delivering new infrastructure and investment;
- achieving better education and training outcomes;
- providing responsive and integrated government services;
- conserving nature and heritage;
- enable responsible development;
- ensuring an accessible and effective justice system; and
- encouraging safer and inclusive communities.

The Board's 2017-2021 strategic plan reflects the Government's previous objectives for the community which were current at that time of the plan's release.

The Government's objectives for the community, *Our Future State: Advancing Queensland's Priorities*, were tabled in June 2018. The Board contributed to these priorities as a responsible government body during the reporting period and its strategic plan and direction will be reviewed and updated for the next reporting period to reflect Advancing Queensland's Priorities.

## 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 –

*Provide responsive and integrated services through revitalised processes for dealing with admission applications by investing in projects that deliver efficient and cost-effective procedures while maintaining the integrity of the admission process*

#### *Online Admission Initiative*

The Board continues to consider development of an online admission portal to improve efficiencies relevant to admission processes.

The Board has in the past considered obtaining a cost-benefit analysis to evaluate and identify if the timing of such an initiative is appropriate and to clarify if an initiative should proceed. This analysis was abandoned towards the later half of 2018 when the Board's Secretary liaised with the admitting authority in Victoria as to the possibility of configuring a solution similar to the portal rolled out in that jurisdiction. Configuration of a portal in Queensland similar to that implemented in Victoria could include cloning pre-populated generic data relevant to the admission process in all Australian jurisdictions.

In January 2019, representatives from the Victorian Board met with the Chair of the Queensland Board to present a demonstration of the portal implemented in Victoria. The portal in Victoria allows for submission of all applications currently being considered by the Board in Queensland including all pre-admission applications such as applications for assessment of foreign qualifications in law, registration of supervised traineeships, and applications for early consideration of suitability. The portal is continually refined to add further applications or aspects relevant to different applications as and when required.

Due to potential costs associated with developing an online admission portal, the Board is very mindful of the need to make an informed and sound decision before proceeding with any solution in order to appropriately support the work of the Board, utilize resources as efficiently, effectively and appropriately as possible, and successfully achieve a solution.

Ad hoc amendments continued to be made throughout the reporting period to the Board's processes and procedures as and when required.

Strategic Objective 2 –

*Achieve improved education, training and standards of legal education and practical legal training required of entry-level lawyers, and streamline regulation of legal programs offered by Queensland tertiary institutions*

*Use of Accreditation Standards for Law courses*

Where appropriate, the Board applies the Law Admissions Consultative Committee (LACC) *Accreditation Standards for Australian Law courses* (the Accreditation Standards) as a guide when reviewing law courses in Queensland.

Application of the Accreditation Standards is limited at the present time to the assessment of the content of courses (standard 4.4) and in terms of methodologies used to assess the understanding and competence of students (standard 4.6). The LACC has also been in the process of developing certain protocols and procedures for use with the Accreditation Standards. Once these protocols and procedures have been finalised, the Board will consider at a future Board meeting their adoption as well as any need to modify the protocols and procedures for use in Queensland. It is anticipated this will assist to provide certainty to law schools when seeking accreditation of law courses in Queensland.

*National Review of College of Law*

The Board's Secretary was appointed as the Queensland representative to the Standing Committee of the National Review of the College of Law PLT program hosted by the Victorian Legal Admissions Board (VLAB). This review was completed towards the end of 2018 with certain aspects of the review remaining under the consideration of LACC.

The Board continues to be involved in considering aspects relevant to the review as raised by LACC in respect of certain differences adopted by admitting authorities within interstate jurisdictions. Work is currently being undertaken in an effort to create uniformity and consistency between the States in relation to these variations.

#### *Queensland Lawyers' Companion*

In January 2019, with the ongoing valuable assistance of the Editorial Board chaired by His Honour Justice Martin Daubney, the Board reviewed and published the third edition of the Queensland Lawyers' Companion (QLC).

Created by the collegial contribution of practitioners from both the solicitors and barristers arms of the profession, the QLC provides useful and informative chapters on issues the Board believes are beneficial to newly admitted lawyers as they embark on their professional journeys. The QLC continues to be presented to applicants, free-of-charge, at the time of their admission as a valuable memento and useful guide to mark the commencement of applicants' legal careers.

The Board is in the process of preparing an additional chapter for the fourth edition of the QLC which will be prepared and published for the 2020 calendar year.

#### *Wellbeing and Resilience Program*

The Board continues to support and promote the awareness of wellness and resilience programs within the profession. The Board encourages those entering the profession to be mindful of their personal wellness and mental health, and to access the assistance of these resources when and if required.

The Board remains a signatory to MINDS COUNT, the successor of the Tristan Jepson Memorial Foundation (TJMF), *TJMF Workplace Wellbeing: Best Practice Guidelines* and continues to promote initiatives offered by professional bodies such as the QLS *Live Law Love Life* resources and programs, and *LawCare* as well as the BAQ's *BarCare*. The Board promotes National Law Week and National Mental Health Week and retains a chapter in its QLC dedicated to the personal wellbeing and mental health of newly admitted lawyers.

#### *National Register of Approved Academic Qualifications*

The Board has established a National Register of Approved Academic Qualifications detailing the academic law courses offered within each jurisdiction in Australia. The Register is used by admitting authorities to share information as to corresponding law courses and programs approved by interstate admitting authorities as providing approved and corresponding academic qualifications. The Register assists in determining corresponding courses offered by interstate tertiary institutions to be completed by, for example, overseas

law graduates and legal practitioners who are required to complete additional academic qualifications to supplement law qualifications completed in an overseas jurisdiction.

Strategic Objective 3 –

*Improve accountability, compliance and integrity by discharging statutory obligations and improving governance*

During the reporting period, the Board updated material required under the RTIA and IPA including its Publication Scheme and Statement of Commitment. The Board has previously approved and published a Public Interest Disclosure Policy under the PIDA and a Code of Conduct under the PSEA.

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 2004 – present; and
- Strategic plans from 2011 – present.

### **Strategic risks, opportunities, and challenges**

Certain risks exist in respect of the Board achieving its strategic and operational directions, the main one being the Board's workload and the number of staff providing support to the Board in order for it to fulfil its functions. Resultant delays occur in preparing, finalizing and approving various strategies and operations as a result of these factors and the need to prioritise work requirements particularly during periods when the Board is receiving significant numbers of admission applications.

The Board's staffing levels have been raised with the QLS resulting in identification of the need for recruitment of an experienced legal practitioner to assist with the volume and complexity of admission applications, applications for early consideration of suitability, etc. It is anticipated recruitment of this additional assistance will accommodate the work load of the Board's Secretary to advance some of the Board's directions at a higher-level.

Additional potential risks exist in respect of the Board's project portfolio including, for example, implementation of an online admission portal in Queensland and the appropriateness and costings relating to this project. Competing interests and expectations of



stakeholders may also impede the progress of joint projects. Potential difficulties in identifying contributors to the QLC may also result in complications with publication of future editions.

Where appropriate, the Board reviews and amends its Risk Management Plan and Register that pertains to the Board's overall functions. Further reviews of the plan and register will occur on an annual and ad hoc basis throughout future years.

The Board's decision not to establish a Risk Management Committee under section 28(3) of the FPMS remained in force during 2018/2019.

### **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 2017 – 2021.

### **Board meetings and flying minutes**

#### ***Board meetings***

There were eight ordinary Board meetings during 2018/2019. These meetings were held in conjunction with the eight corresponding admission ceremonies held in Brisbane throughout the year. There were no special meetings of the Board during the reporting period.

During the course of its meetings, the Board considered approximately 1,069 applications for admission that were heard in Brisbane as well as twenty-six applications which were heard regionally, all applications being heard in Townsville or Cairns.

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

- two domestic Mutual Recognition (MRA) applications;
- two Trans-Tasman Mutual Recognition (TTMRA) applications;
- sixteen applications for early consideration of suitability;
- eighty-three requests for assessment or reassessment by the Board of overseas academic qualifications;
- twenty-two requests for assessment or reassessment by the Board of overseas PLT and experience in practice;
- thirty-seven applications to register under the supervised traineeship scheme;
- three cancellation of registration as a supervised trainee; and
- twenty-nine other requests by, for example, overseas law graduates or practitioners seeking an extension 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, requests by universities or PLT providers for approval of changes to academic and/or PLT programs, requests from an applicant seeking to complete



the workplace experience component of a PLT program in an overseas jurisdiction, a request from an overseas applicant for approval to complete only the Equity requirement of a combined equity/trusts law course and disclosure of a minor suitability matter after an applicant had been admitted.

### ***Flying minutes***

The Board also considered a total of 31 flying minutes throughout the year mainly involving:

- ongoing consideration of applications for admission in Brisbane (twelve applications);
- applications for admission in regional centres (42 applications);
- applications for admission under the domestic MRA (three applications);
- applications for admission under TTMRA (nine applications);
- approval of applications for assessment of overseas academic qualifications (4 applications); and
- matters pertaining to statutory governance, approval of the Board's 2018/2019 audit plan, to certify the Board's financial statements for 2017/2018, of the Board's 2018/2019 operational plan and 2019/2020 budget, review of fees and charges by the Department of Justice and Attorney-General, and material submitted by LACC.

## **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, two of whom are nominated by the QLS and the BAQ. 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 2018/2019, the members of the Board are:

- Mr Greg Moroney (Chair)
- Mr Liam Kelly QC (Deputy Chair) (BAQ nominee)
- Mr Alan MacSporran QC
- Ms Suzanne Cleary (QLS nominee)
- Mr Noel Jensen
- Ms Jennifer Sheean
- 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 2018/2019, Mr Greg Moroney, Chair of the Board, continued in his position as the Queensland State representative of LACC. Mr Moroney attended four LACC meetings during the year on 20 July 2018, 19 October 2018, 22 February 2019, and 21 June 2019 in Melbourne. The LACC usually meets three times per year, however this year, due to a change in the timing of the meetings, one additional meeting was held. The overall cost Mr Moroney's attendance at the LACC meetings was approximately \$11,652.08.

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 process, 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:

- assists the Board in administering the statutory requirements of corporate governance (including the Board's Strategic and Operational Planning process, Annual Budget preparation and monitoring, and Annual Report preparation);
- 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 qualified lawyers under Guideline 3 of the Admission Rules and manages the Board's Overseas Qualifications Assessment Committee (OQAC);
- 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 set out in Guidelines 1 and 2 of the Admission Rules (Attachments A and B of the LACC Report);
- 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 students for early commencement of their PLT;
- oversees and maintains the supervised traineeship scheme in Queensland and provides guidance and assistance to applicants seeking registration as a supervised trainee;
- prepares, oversees and supervises the preparation of briefs for, and where required, instructs Counsel and 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.

During the reporting period, the Secretary to the Board attended the national Administrators of Australian Law Authorities (AALAA) and the Conference of Regulatory Officers (CORO) in Perth, Western Australia, on 24 to 26 October 2018 at a cost of approximately \$1,865.00.

### *Staff:*

#### *Full-time*

- Ms Marina Ballario, Admissions Coordinator (22 October 2018 – 30 June 2019)

#### *Part-time*

- Ms Christine Westhead, Admissions Assistant (19 August 2013 - 30 June 2019)
- Ms Hana Williams, Junior Administrative Assistant (12 June 2017 – 8 February 2019)
- Ms Taylah Thompson, Junior Administrative Assistant (4 March 2019 – 30 June 2019)

Ms Ballario and Ms Westhead assist to coordinate the Board's functions and provide administrative assistance to the Board's Secretary as well as the two overseas assessors and local law program assessor.

Ms Williams finished her employment with the Board on 8 February 2019; in her place, Ms Thompson provides administrative assistance to the Board's staff.

#### *Casual contractors*

- Ms Jennifer Sheean, Barrister and Overseas assessor (until 17 June 2019) and Local Law Program Assessor (ongoing)
- Ms Sarah Moore, Solicitor and Overseas assessor (ongoing)

Ms Sheean and Ms Moore formed the Board's OQAC performing the assessment of overseas 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). Ms Sheean resigned from this position on 17 June 2019.

In addition Ms Sheean, 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 Guidelines 1 and 2 of the Admission Rules issued under Rule 9AA(1)(a) and (b).

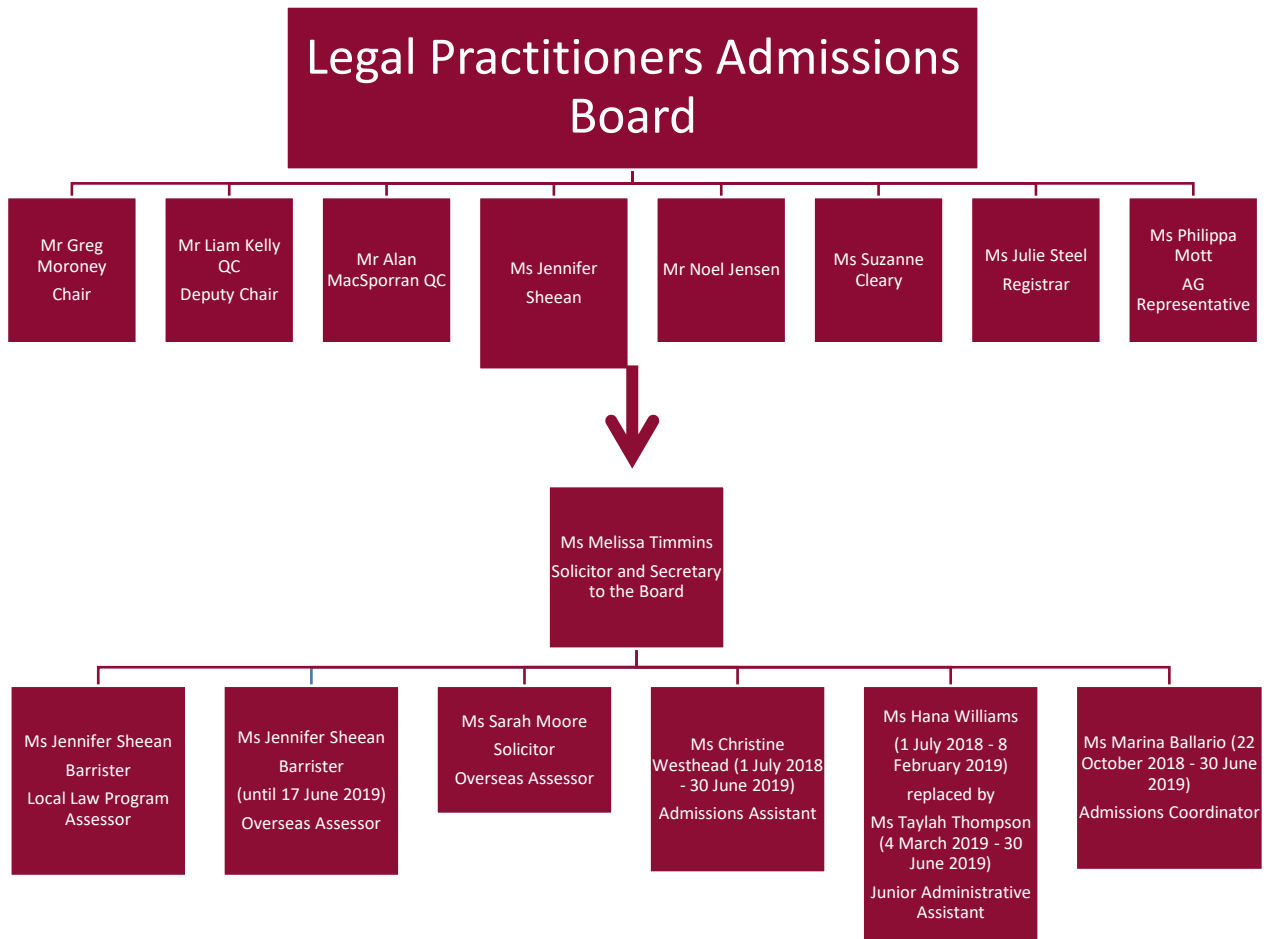


Figure 1: Legal Practitioners Admissions Board Organisational structure

## Committees

The Board's OQAC, formed by two external legal practitioners Ms Jennifer Sheean, Barrister at Law, and Ms Sarah Moore, Solicitor, and established in 2010, continues to conduct assessments and, where necessary, reassessments of:

- (a) overseas legal qualifications of law graduates and legal practitioner from foreign jurisdictions; and
- (b) overseas PLT and experience in practice of overseas legal practitioners.

Ms Jennifer Sheean, Barrister at Law, resigned from her position as an overseas assessor on 17 June 2019. The Board is currently in the process of recruiting for a new overseas assessor to replace Ms Sheean.

The OQAC considered 84 applications for assessment or reassessment of academic qualification and 22 applications for assessment or reassessment of PLT and experience in practice. The Board's assessors were paid \$50 (plus GST) each per assessment or reassessment completed; this amount was increased by the Board to \$60 (plus GST) with effect from 20 April 2019.

### ***Public Sector Ethics Act 1994***

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](http://www.qls.com.au) under the tabs 'Knowledge centre', 'Admission Board' and 'Corporate documents'.

The 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 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.

### **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:

- August 2018 to May 2019 – proposed changes to the University of Queensland's (UQ) core course for Civil Dispute Resolution;
- February 2019 to present – ongoing consideration of proposed changes to the Central Queensland University's (CQU) law program in respect of core courses offered for the areas of knowledge Contracts, Torts, and Equity and Trusts.

### Practical legal training programs

During the reporting period, the Board considered a request by Bond University in relation to proposed changes to its PLT program; the relevant changes being approved by the Board in May 2019.

The Board also approved proposed changes the workplace experience component of the College of Law (Qld)'s PLT program in accordance with LACC's *PLT Competency Standards for Entry-level Lawyers* and *Standards for PLT Workplace Experience*.

The Board was involved in the National Review of the College of Law's PLT program hosted by the VLAB which was completed in August 2018.

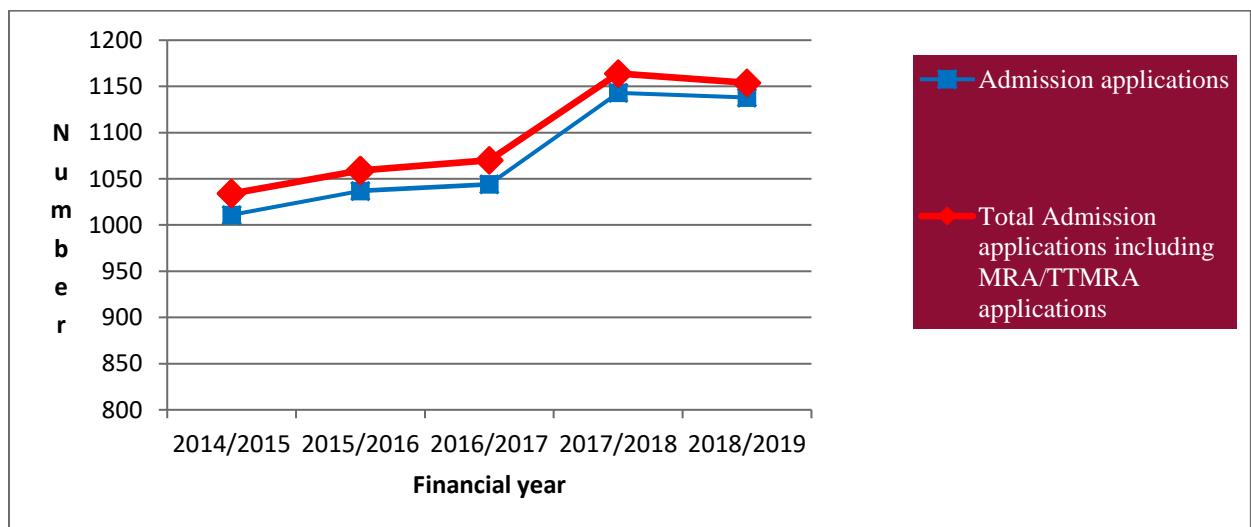
### Supervised traineeship scheme

The Board considered 33 applications from law firms wishing to register law graduates under the supervised traineeship scheme during the reporting period. It also considered three applications to cancel registration of trainees.

### Suitability issues

#### Admission applications

The Board considered approximately 1,138 applications for admission, those applications being listed in either Brisbane or one of the regional centres (Rockhampton, Townsville or Cairns). The following graph represents 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 1,061 applicants;

- recommending approximately 69 applicants on condition the applicants seek an exemption from the Supreme Court in respect of an eligibility matter, apply for conditional admission or draw relevant suitability matters to the attention of the Court as part of their applications; such applications requiring the Board to prepare written submissions to the Court. Of these applications, 65 applicants have been successful with three remaining adjourned to a date to be fixed and only one application was refused by the Court;
- not to recommend approximately eight applications on the basis the applicants were either ineligible or unsuitable for admission; five of these applications have subsequently been successful, two remain adjourned after a fresh application was subsequently made in respect of one application, and one has been discontinued; it is expected the relevant applicant will make a fresh application in the future.

In addition to the ‘local’ admission applications, the Board has also considered 16 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 multiple occasions, etc.

### **Early consideration of suitability applications**

The Board received and considered 16 applications for early consideration of suitability. Of those applications, the Board made declarations in relation to nine applications, advising some applicants that they would be required to disclose their suitability matters to the Court at the time of applying for admission.

Of the remaining seven applications, one application remains held over pending the provision of further information by the applicant. The Board refused to make declarations in relation to two applications. Of the two applications in which the Board refused to make declarations, one applicant is in relation to a future application for readmission, the applicant now having filed an appeal in relation to the Board’s decision which will be determined by the Court of Appeal at a future date.

### **Overseas graduates and legal practitioners**

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

The Board received approximately 89 applications for assessment and reassessment of overseas academic qualifications, and 25 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
Brazil	3
Canada	1
China	2
England	22
Finland	1
Hong Kong	3
India	12
Israel	1
Italy	1
Kenya	1
Nigeria	1
Pakistan	4
Panama	1
Papua New Guinea	1
Peru	1
Sri Lanka	3
South Africa	9
Syria	1
Taiwan	1
Turkey	1
United Kingdom	7
United States of America	5
Ukraine	1
Vietnam	1
Wales	4
<b>TOTAL</b>	<b>89</b>

Table 1: *Assessment/reassessment of overseas academic qualifications*

*Assessment/reassessment of practical legal training and experience in practice*

Jurisdiction	Number of applications
Brazil	1
Canada	2
England	1
Hong Kong	1

India	3
Pakistan	1
Papua New Guinea	1
Peru	1
Singapore	2
South Africa	5
Sri Lanka	1
Turkey	1
United Kingdom	1
United States of America	4
<b>TOTAL</b>	<b>25</b>

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

### Skilled migration certificates

In conjunction with the Department of Immigration and Citizenship (DIAC), the Board continues to prepare skills assessment certificates for those applying for migration visas. During the reporting period, the Board prepared 32 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 2018/2019 is as follows:

Item	2018/2019 Budget	2018/2019 Actual	Variance
<b>INCOME</b>			
Admission Revenue	\$649,950	\$633,237	(\$16,713)
Mutual Recognition Revenue	\$14,856	\$2,392	(\$12,464)
Other (Sundry) Income	\$45,995	\$43,433	(\$2,562)
<b>TOTAL</b>	<b>\$710,801</b>	<b>\$679,062</b>	<b>(\$31,742)</b>
<b>EXPENDITURE</b>			
Employee expenses (incl on costs)	\$426,530	\$317,752	\$108,778
Professional Consulting/Legal Fees	\$135,680	\$57,236	\$78,444
Management fees	\$46,063	\$46,120	(\$57)
Printing and Stationery	\$2,880	\$34,990	(\$32,110)
Audit fees	\$10,000	\$8,280	\$1,720
Other expenses	\$94,554	\$37,081	\$57,473

<b>TOTAL</b>	\$723,701	\$501,459	\$222,242
<b>OPERATING SURPLUS/DEFICIT</b>	(\$12,900)	\$177,603	\$190,503

Table 3: 2018/2019 Financial performance

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

For the reporting period, the Board's 2018/2019 budget forecast was prepared on the basis of admission figures for the first nine months of the financial year. At that time, it was estimated the Board would receive approximately 1,074 applications for admission and applications under both the domestic and Trans-tasman mutual recognition schemes. At the end of the financial year, the Board has received fewer applications than originally anticipated; receiving only 1,026 applications throughout the year. It should be noted that this number of application received is significantly fewer than the number of applications actually considered by the Board as the Board considered some applications on more than one occasion, however the applicant was only required to pay the application fee once.

Employee expenses (including on costs) were significantly less than anticipated at the time the 2018/2019 budget was prepared. Throughout the year, the Board had one less staff members for a period of some 4½ months due to staff changes in both the positions of Admissions Coordinator and Junior Administrative Assistant. In addition, the salaries of the two staff members ultimately employed to provide assistance to the Board in the two vacated roles were significantly less than originally anticipated due to the recruited staff member's level of experience.

Professional consultancy fees (including payments to the Board's local overseas assessors, law course assessor) and legal fees were less than anticipated for the financial year. Legal fees related to the Board obtaining legal advice and/or briefing Counsel or solicitors to appear on behalf of the Board in respect of two applications for admission, one applicant being admitted and the other application remaining on foot but adjourned by the applicant. Additional legal fees were incurred by the Board for obtaining legal advice and/or briefing Counsel and/or solicitors to appear in respect of an application for early consideration of suitability which is currently being appealed by the applicant. It is anticipated the application for admission and appeal will proceed and will be considered by the Board at a future date.

The Board's printing and stationery costs were also significantly above budgetary estimates due to publication of the Board's 2019 QLC which was given a separate line item of 'Projects' in the Board's budget; costs associated with publishing the 2019 QLC being approximately \$34,300.

## **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.

To ensure compliance with the Board's statutory requirements, the Board has a risk management system including a risk management plan and risk register that is reviewed on an annual basis.

### **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 keeping**

Retention and Disposal of the Board's records continues in accordance with the QLS' *Retention and Disposal Schedule: QDAN 674 v.1* and the Queensland State Archivist (QSA) *General Retention and Disposal Schedule* (GRDS 10 July 2018).

The Board has prepared its own retention and disposal schedule that was considered at the Board's meeting in April 2017. Finalisation of the QDAN has not progressed due to work being undertaken by the Law Society to develop an electronic document and records management system ('eDRMS'); the impact of this system to the Board's records being unknown at this time.

The QLS staff responsible for providing Secretariat and administrative support to the Board are given annual training in relation to record keeping and managing emails that are public records through the Queensland State Archivist online training programs.

## **Governance – human resources**

### **Workforce planning, attraction and retention**

The Board continues to receive Secretariat and administrative support under section 662 of the Act through four permanent QLS staff, two of whom are full-time and two of whom are part-time (0.8 and 0.66).

The Secretary to the Board has been in her current role for 16½ years. Of the part-time staff members, the Admissions Assistant has been in the position for the past six years.

The roles of Admissions Coordinator and Junior Administrative Assistant have been held by a fulltime staff member from October 2018 and a part-time staff member from early March 2019 respectively; the previous Junior Administrative Assistant vacating her position in February 2019.

In the reporting period, the Board's employment rates reflect a 25 per cent permanent separation rate in the staff providing Secretariat and administrative support to the Board.

The QLS also contracts two casual external legal practitioners, both of whom perform the assessments and reassessments of overseas academic and PLT and experience in practice, and one of whom also assesses, with the assistance of the Board's Secretary, the statutory 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). The Board's local law and PLT program assessor vacated her position as an overseas assessor in mid-June 2019.

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, including management, 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, Queensland Language Services Policy, and Government Bodies can be obtained through the Government Open Data website at [www.qld.gov.au/data](http://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.

**GREG MORONEY****Chair**

19 September 2019

19 September 2019

## Glossary

### Organisations

<b>AALAA</b>	Administrators of Australian Law Admitting Authorities
<b>BAQ</b>	Bar Association of Queensland
<b>Board</b>	Legal Practitioners Admissions Board
<b>Bond</b>	Bond University
<b>College</b>	College of Law
<b>DIAC</b>	Department of Immigration and Citizenship
<b>DJAG</b>	Department of Justice and Attorney-General
<b>Griffith</b>	Griffith University
<b>JCU</b>	James Cook University
<b>LACC</b>	Law Admissions Consultative Committee
<b>OQAC</b>	Overseas Qualifications Assessment Committee
<b>PwC Brisbane</b>	PricewaterhouseCoopers Australia
<b>QCAT</b>	Queensland Civil and Administrative Tribunal
<b>QLS</b>	Queensland Law Society
<b>QSA</b>	Queensland State Archivist
<b>QUT</b>	Queensland University of Technology
<b>TJMF</b>	Tristan Jepson Memorial Foundation
<b>USQ</b>	University of Southern Queensland
<b>UQ</b>	University of Queensland
<b>VLAB</b>	Victorian Legal Admissions Board

### Statutory instruments

<b>Act</b>	<i>Legal Profession Act 2007 (Qld)</i>
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<b>FAA</b>	<i>Financial Accountability Act 2009 (Qld)</i>
<b>FPMS</b>	<i>Financial and Performance Management Standard 2019 (Qld)</i>
<b>IPA</b>	<i>Information Privacy Act 2009 (Qld)</i>
<b>MRA</b>	<i>Mutual Recognition (Queensland) Act 1992</i>
<b>PIDA</b>	<i>Public Interest Disclosure Act 2010 (Qld)</i>
<b>PRA</b>	<i>Public Records Act 2002 (Qld)</i>
<b>PSEA</b>	<i>Public Sector Ethics Act 1994 (Qld)</i>
<b>RTIA</b>	<i>Right to Information Act 2009 (Qld)</i>
<b>Admission Rules</b>	<i>Supreme Court (Admission) Rules 2004</i>
<b>TTMRA</b>	<i>Trans-Tasman Mutual Recognition (Queensland) Act 2003</i>

## **General**

<b>Accreditation Standards</b>	<i>Accreditation Standards for Australian Law courses</i>
<b>CORO</b>	Conference of Regulatory Officers
<b>HR</b>	Human Resources
<b>ICT</b>	Information and Communication Technology
<b>IELTS</b>	International English Language Testing System
<b>IS31</b>	<i>Information Standard: Retention and Disposal of Public Records</i>
<b>IS40</b>	<i>Information Standard 40: Recordkeeping</i>
<b>IT</b>	Information Technology
<b>PLT</b>	Practical legal training
<b>QDAN</b>	Queensland Disposal Authority Number
<b>QLC</b>	<i>Queensland Lawyers' Companion</i>
<b>Uniform Principles</b>	<i>Uniform Principles for Assessing Qualifications for Overseas Applicants for Admission to the Australian Legal Profession</i>



## **Appendices**

### **Appendix 1      Compliance checklist**

### **Appendix 2      Information about Government Bodies**

### **Appendix 3      Audited 2018/2019 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 version.)*

*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: <http://www.parliament.qld.gov.au/work-of-assembly/tabled-papers>)*

### **Appendix 4      Statistical data 2018/2019**

## List of figures, graphs and tables

**Figure 1**      **Organisational structure**

**Graph 1**      **Admission numbers over previous five financial years**

**Table 1**      **Assessment of overseas academic qualifications**

**Table 2**      **Assessment of practical legal training and experience in practice**

**Table 3**      **2018/2019 financial performance**

# Compliance Checklist (template)

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 7	ii
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1	iii – iv 22 - 23
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	i
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	Queensland Government Language Services Policy ARRs – section 9.3	i
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	Copyright Act 1968 ARRs – section 9.4	i
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	QGEA – Information Licensing ARRs – section 9.5	i
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10.1	1
	<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>	ARRs – section 10.2, 31 and 32	(if applicable)
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 10.2	1 – 2
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 10.3	3 - 8
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 11.1	2 - 3
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	NA
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.3	3 - 8
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.4	13 - 17
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	17 - 18
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	8 - 13
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	9 - 11
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 13.3	Appendix 2
	<ul style="list-style-type: none"> <li>Public Sector Ethics Act 1994</li> </ul>	Public Sector Ethics Act 1994 ARRs – section 13.4	13
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 13.5	-
Governance – risk management and accountability	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 14.1	19
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 14.2	19
	<ul style="list-style-type: none"> <li>Internal audit</li> </ul>	ARRs – section 14.3	19
	<ul style="list-style-type: none"> <li>External scrutiny</li> </ul>	ARRs – section 14.4	19
	<ul style="list-style-type: none"> <li>Information systems and recordkeeping</li> </ul>	ARRs – section 14.5	19
	<ul style="list-style-type: none"> <li>Strategic workforce planning and performance</li> </ul>	ARRs – section 15.1	20

Summary of requirement		Basis for requirement	Annual report reference
Governance – human resources	<ul style="list-style-type: none"> <li>Early retirement, redundancy and retrenchment</li> </ul>	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	20
Open Data	<ul style="list-style-type: none"> <li>Statement advising publication of information</li> </ul>	ARRs – section 16	20
	<ul style="list-style-type: none"> <li>Consultancies</li> </ul>	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<ul style="list-style-type: none"> <li>Overseas travel</li> </ul>	ARRs – section 33.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<ul style="list-style-type: none"> <li>Queensland Language Services Policy</li> </ul>	ARRs – section 33.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
Financial statements	<ul style="list-style-type: none"> <li>Certification of financial statements</li> </ul>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	Appendix 3
	<ul style="list-style-type: none"> <li>Independent Auditor's Report</li> </ul>	FAA – section 62 FPMS – section 50 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*



# APPENDIX 2

## Reporting template for Annual report requirements for Queensland Government agencies for the 2018 - 19 reporting period – Section 13.3 Government bodies (statutory bodies and other entities)

<b>Name of Government body</b> Legal Practitioners Admissions Board					
Act or instrument	Legal Profession Act 2007				
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"> <li>considering and making declarations as to an applicant's suitability for admission in terms of applications for early consideration of suitability;</li> <li>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;</li> <li>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);</li> <li>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;</li> <li>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;</li> <li>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.</li> </ul>				
Achievements	Included within body of Annual Report 2018 – 2019 at pages 3 to 6				
Financial reporting	Audited on an annual basis by the Queensland Audit Office resulting in Annual Financial Statements (2018 – 2019) being prepared. Reporting also provided in 2018 – 2019 Annual Report at pages 17 to 19.				
<b>Remuneration</b>					
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)	7	Nil	NA	Nil
Deputy Chair	Mr Liam Kelly QC	4	Nil	N/A	Nil
Board member	Mr Allan MacSporran QC	6	Nil	N/A	Nil
Board member	Ms Jennifer Sheean	6	Nil	N/A	Nil
Board member	Mr Noel Jensen	7	Nil	N/A	Nil
Board member	Ms Suzanne Cleary	7	Nil	N/A	Nil
Board member	Ms Julie Steel	5	Nil	N/A	Nil
Board member	Ms Philippa Mott	6	Nil	N/A	Nil
No. scheduled meetings/sessions	8				
Total out of pocket expenses	Nil				

<b><i>Name of Government body</i></b> <i>Law Admissions Consultative Committee</i>					
Act or instrument	<i>Nil</i>				
Functions	<i>To oversee and prescribe admission requirements relevant to admission for admitting authorities within Australia.</i>				
Achievements	<i>Unknown</i>				
Financial reporting	<i>Unknown</i>				
<b>Remuneration</b>					
Position	Name	Meetings/sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
<i>Member</i>	<i>Mr Greg Moroney</i>	<i>4</i>	<i>Nil</i>	<i>N/A</i>	<i>Nil</i>
No. scheduled meetings/sessions	<i>4</i>				
Total out of pocket expenses	<i>\$11,652.08</i>				

**LEGAL PRACTITIONERS ADMISSIONS BOARD**

**Financial Report  
For the year ended 30 June 2019**

# Legal Practitioners Admissions Board

## Financial Report

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**Legal Practitioners Admissions Board**  
**Statement of Comprehensive Income**  
For the year ended 30 June 2019

	NOTES	2019 \$	2018 \$
<b>Revenue</b>			
Admission revenue	B1	635,629	735,983
Other revenues	B1	43,433	50,330
<b>Total revenue</b>		<b>679,062</b>	<b>786,313</b>
<b>Expenses</b>			
Administration expenses	B2-1	447,059	480,656
Management fees paid to Queensland Law Society Incorporated	B2-2	46,120	46,063
Audit fees	B2-3	8,280	10,400
<b>Total expenses</b>		<b>501,459</b>	<b>537,119</b>
<b>Operating result for the year</b>		<b>177,603</b>	<b>249,194</b>
Other comprehensive income		-	-
<b>Total comprehensive income for the year</b>		<b>177,603</b>	<b>249,194</b>

The accompanying notes form part of these statements.

**Legal Practitioners Admissions Board**  
**Statement of Financial Position**  
**As at 30 June 2019**

	NOTES	2019 \$	2018 \$
<b>Current assets</b>			
Cash and cash equivalents	C1	1,710,412	1,518,144
Receivables	C3	5,639	10,201
<b>Total current assets</b>		<b>1,716,051</b>	<b>1,528,345</b>
<b>Total assets</b>		<b>1,716,051</b>	<b>1,528,345</b>
<b>Current liabilities</b>			
Payables	C4	17,579	7,476
<b>Total current liabilities</b>		<b>17,579</b>	<b>7,476</b>
<b>Total liabilities</b>		<b>17,579</b>	<b>7,476</b>
<b>Net assets</b>		<b>1,698,472</b>	<b>1,520,869</b>
<b>Equity</b>			
Accumulated surplus		1,698,472	1,520,869
<b>Total equity</b>		<b>1,698,472</b>	<b>1,520,869</b>

The accompanying notes form part of these statements.

**Legal Practitioners Admissions Board**  
**Statement of Changes in Equity**  
For the year ended 30 June 2019

	2019	2018
	\$	\$
<b>Accumulated surplus</b>		
<b>Balance at 1 July</b>	1,520,869	1,271,675
Total comprehensive income for the year	177,603	249,194
<b>Balance at 30 June</b>	<b>1,698,472</b>	<b>1,520,869</b>

The accompanying notes form part of these statements.

**Legal Practitioners Admissions Board**  
**Statement of Cash Flows**  
For the year ended 30 June 2019

		<b>2019</b>	<b>2018</b>
		<b>\$</b>	<b>\$</b>
	<b>NOTES</b>	<b>Inflows/ (Outflows)</b>	<b>Inflows/ (Outflows)</b>
<b>Cash flows from operating activities</b>			
Contributions by practitioners and other receipts		936,562	814,636
Administration expenses and other payments		(763,795)	(543,811)
Interest receipts		19,501	21,049
<b>Net cash generated from operating activities</b>	<b>C1</b>	<b>192,268</b>	<b>291,874</b>
<b>Net increase in cash and cash equivalents held</b>		<b>192,268</b>	<b>291,874</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>		<b>1,518,144</b>	<b>1,226,270</b>
<b>Cash and cash equivalents at the end of the financial year</b>	<b>C1</b>	<b>1,710,412</b>	<b>1,518,144</b>

The accompanying notes form part of these statements.



**Legal Practitioners Admissions Board**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

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## **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.

### **A1-2 COMPLIANCE WITH PRESCRIBED REQUIREMENTS**

The Board has prepared these financial statements in compliance with section 43 of the *Financial and Performance Management Standard 2009*. The financial statements comply with Queensland Treasury's Minimum Reporting Requirements for reporting periods beginning on or after 1 July 2018.

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 2017-18 financial statements and has been restated where necessary to be consistent with disclosure in the current reporting period.

### **A1-4 BASIS OF MEASUREMENT**

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

## **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 2019

## **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.

	2019	2018
	\$	\$
<b>Admission Revenue</b>		
Admission application fee	633,237	724,023
Admission application fee – mutual recognition	2,392	11,960
	<b>635,629</b>	<b>735,983</b>
<b>Other Revenues</b>		
Registration of traineeship	2,230	2,340
Approval of overseas academic and practical legal training	14,742	14,656
Interest income	19,501	19,542
Sundry income	6,960	13,792
	<b>43,433</b>	<b>50,330</b>
<b>Total revenue</b>	<b>679,062</b>	<b>786,313</b>

## **B2 EXPENSES**

### **B2-1 ADMINISTRATION EXPENSES**

	2019	2018
	\$	\$
Employee expenses	317,752	328,001
Professional fees	57,236	76,800
Advertising	-	6,520
Printing and stationery	34,990	35,827
Other expenses	37,081	33,508
<b>Total administration expenses</b>	<b>447,059</b>	<b>480,656</b>

### **B2-2 MANAGEMENT FEES PAID TO THE QUEENSLAND LAW SOCIETY INCORPORATED**

	2019	2018
	\$	\$
Management fees	46,120	46,063
<b>Total management fees paid to the Queensland Law Society Incorporated</b>	<b>46,120</b>	<b>46,063</b>

### **B2-3 AUDIT FEES**

Total audit fees paid or payable to the Queensland Audit Office to perform an audit of the Board's transactions for 2018-19 are \$10,200 (2018: \$10,400). There are no non-audit services included in this amount.



**Legal Practitioners Admissions Board**  
**Notes to the Financial Statements**  
For the year ended 30 June 2019

## **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.

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Cash on hand	11,867	67,835
Cash deposit account	1,698,545	1,450,309
<b>Total cash and cash equivalents</b>	<b>1,710,412</b>	<b>1,518,144</b>

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

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Operating result for the year	177,603	249,194
<b><i>Changes in assets and liabilities:</i></b>		
(Increase)/decrease in receivables	4,562	47,644
(Decrease)/increase in payables	10,103	(4,964)
<b>Net cash generated from operating activities</b>	<b>192,268</b>	<b>291,874</b>

## **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 and measured as follows:

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

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 flows 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.

**Legal Practitioners Admissions Board**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

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### **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.

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Prepayments and other receivables	5,389	1,728
Queensland Law Society Incorporated	250	8,473
<b>Total receivables</b>	<b>5,639</b>	<b>10,201</b>

### **C4 PAYABLES**

Trade creditors are recognised on receipt of the 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.

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Trade creditors	2,756	-
Other payables	14,823	7,476
<b>Total payables</b>	<b>17,579</b>	<b>7,476</b>

### **D1 CONTINGENT LIABILITIES AND EVENTS AFTER BALANCE DATE**

There were no known contingent liabilities at 30 June 2019. There are no events subsequent to reporting date requiring disclosure in the financial report.



**Legal Practitioners Admissions Board**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

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## **D2 FUTURE IMPACT OF ACCOUNTING STANDARDS NOT YET EFFECTIVE**

### **AASB 1058 *Income of Not-for-profit Entities* and AASB 15 *Revenue from Contracts with Customers***

The transition date for both AASB 15 and AASB 1058 is 1 July 2019. Consequently, these standards will first apply to the Board when preparing the financial statements for 2019-20. The Board has reviewed the impact of AASB 1058 and AASB 15.

#### **AASB 1058 *Income of Not-for-profit Entities***

This Standard establishes principles for not-for-profit entities that apply to:

- (a) transactions where the consideration to acquire an asset is significantly less than fair value principally to enable a not-for-profit entity to further its objectives; and
- (b) the receipt of volunteer services.

The Board receives volunteer services from the members of the Board. These services are delivered under statutory appointments and would not be purchased if not donated. The Board has therefore elected not to recognise these services as revenue.

AASB 1058 is not expected to have a material impact on the Board.

#### **AASB 15 *Revenue from Contracts with Customers***

The Board has revenue from admission fees, registration of traineeships and approval of overseas academic and practical legal training. All these revenue types relate to specific services delivered by the Board. Current accounting policy is to recognise these types of revenue when payment is received. Under AASB 15, the timing of recognition of these types of revenue will not change.

AASB 15 is not expected to have a material impact on the Board.

## **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 2018* (FRR) (Queensland Treasury, April 2019), 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 2018-19. The role of Chair and Deputy Chair are supported by the appointed board members.

<b>Position</b>	<b>Position Responsibility</b>
<b>Chair</b>	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.
<b>Deputy Chair</b>	Exercising the powers of Chair in his absence and acts as a signatory to the Board's bank account.
<b>Board Member</b>	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.

**Legal Practitioners Admissions Board**  
**Notes to the Financial Statements**  
For the year ended 30 June 2019

**E1 KEY MANAGEMENT PERSONNEL DISCLOSURES (continued)**

Position	Person	Start of Term	End of Term
Chair	Mr Greg Moroney	01/07/2004	Current
Deputy Chair	Mr Liam Kelly QC	01/04/2007	Current
Board Member	Mr Alan MacSporran	01/07/2015	Current
Board Member	Mr Noel Jensen	01/07/2004	Current
Board Member	Ms Jennifer Sheean	15/09/2017	Current
Board Member	Ms Philippa Mott	01/07/2015	Current
Board Member	Ms Julie Steel	01/07/2007	Current
Board Member	Ms Suzanne Cleary	01/07/2018	Current

**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 the 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 between the parties concerned.

	2019 \$	2018 \$
<b>Professional fees paid to a firm of which a board member is a KMP:</b>		
- Bennett & Philp Pty Ltd	10,924	7,706
- Jensen & Co	350	23,031
- Jennifer Sheean	7,832	7,500
<b>Total related party transactions</b>	<b>19,106</b>	<b>38,237</b>



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

### **Changes in accounting policies – AASB 9 *Financial Instruments***

The Board applied AASB 9 *Financial Instruments* for the first time in 2018-19. Comparative information for 2017-18 has not been restated and continues to be reported under AASB 139 *Financial Instruments: Recognition and Measurement*. The nature and effect of the adoption of this new accounting standard are described below.

#### *Classification and measurement*

There has been no change to either the classification or valuation of cash and cash equivalents.

Under AASB 9, debt instruments are categorised into one of three measurement bases – amortised cost, fair value through other comprehensive income (FVOCI) or fair value through profit or loss (FVTPL). The classification is based on two criteria:

- whether the financial asset's contractual cash flows represent 'solely payments of principal and interest', and
- the Board's business model for managing the assets.

The Board's debt instruments comprise of receivables disclosed in Note C3. They were classified as Receivables as at 30 June 2018 (under AASB 139) and were measured at amortised cost. These receivables are held for collection of contractual cash flows that are solely payments of principal and interest. As such, they continue to be measured at amortised cost.

#### *Impairment*

AASB 9 requires the loss allowance to be measured using a forward-looking credit loss approach, replacing AASB 139's incurred loss approach. AASB 9 also requires a loss allowance to be recognised for all debt instruments other than those held at FVTPL.

On adoption of AASB 9, no impairment adjustments were required to opening or closing balances of receivables.

#### *Liabilities*

All financial liabilities continue to be measured at amortised cost. There have been no material changes in the reported value of financial liabilities.

### **Accounting standards early adopted**

No Australian Accounting Standards have been early adopted for 2018-19.

### **Accounting standards applied for the first time**

Other than AASB 9 *Financial Instruments*, which is detailed above, no accounting standards that apply to the Board for the first time in 2018-19 have any material impact on the financial statements.

**Legal Practitioners Admissions Board**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

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**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.

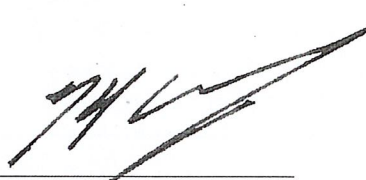

**Legal Practitioners Admissions Board**  
**Management Certificate**  
For the year ended 30 June 2019

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These general purpose financial statements have been prepared pursuant to section 62(1) of the *Financial Accountability Act 2009* (the Act), section 43 of the *Financial and Performance Management Standard 2009* 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 2019 and of the financial position of the Board as at the end of that year.

We acknowledge responsibility under s.8 and s.15 of the Financial and Performance Management Standard 2009 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 Moroney  
\_\_\_\_\_  
Deputy Chairperson  
Liam Kelly QC

29.8.2019.

29.8.19



## 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 2019, 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 2009 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2019, 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 summaries of significant accounting policies and other explanatory information, and the management certificate.

#### Basis for opinion

I conducted my audit in accordance with the *Auditor-General of Queensland 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 of Queensland 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 2009 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, but not for expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies 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.

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2019:

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



30 August 2019

Melissa Fletcher  
as delegate of the Auditor-General

Queensland Audit Office  
Brisbane



1 JULY 2018 TO 30 JUNE 2019  
LEGAL PRACTITIONERS

	BRISBANE											CAIRNS											ROCKHAMPTON											TOWNSVILLE										
	DLP											DLP											DLP											DLP										
	Abs	Cond	Bar	10yr	Assoc	A/C	ST	Other	COLQ	Bond	OUT	Grif	ANU	10yr	Assoc	A/C	ST	Bar	Other	COLQ	Bond	OUT	Grif	10yr	Assoc	A/C	ST	Bar	Other	COLQ	Bond	OUT	Grif	Total	TTMRA	MRA	Total							
July						1	2	55	10	54	4																					1		127	2	1	3							
Aug						2	1	52	9	29	16																				2		119		0									
Sept																																												
Oct						1	1	52	15	7	11									3														3	1	1								
Nov																				1														99		0								
Dec																																			123		0							
						1	2	129	16	20	1	20																				3	1	197		0								
Jan																																				0		0						
Feb						2	1	45	11	57	5									2															125	3	3							
March																		1																	7		0							
April						16	2	80	14	36	3																								151	1	1							
May																		1																		16	3	3						
June						3		71	11	32	6							1		5															129		0							
Total	0	0	0	0	0	26	9	564	98	262	1	69	0	0	0	0	3	0	3	15	0	2	0	0	0	0	0	2	0	0	26	2	2	0	1096	10	1	11						
Grand Total																														Grand Total					1107									