

Legal Practitioners Admissions Board

2017 – 2018 Annual Report

**Law Society House
Level 5, 179 Ann Street
BRISBANE QLD 4000
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7 September 2018

Public Availability of Annual Report

The Legal Practitioners Admissions Board's Annual Report 2017/2018 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

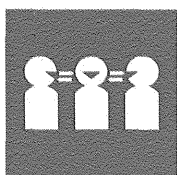
Facsimile: (07) 3842 5999

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 2017/2018 is available on the Queensland Law Society website 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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7 September 2018

7 September 2018

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 – 2017/2018

I am pleased to submit for presentation to Parliament the Annual Report 2017/2018 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 2009*; 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

7 September 2018

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Introduction

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



Established on 1 July 2004, 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 2009* (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.

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

During the previous financial year, the Board commenced work on developing an online admission initiative. Additional consideration was to be given to the progress of the project including issues such as workflow assessments, budgetary requirements and costings. Importantly concerns existed in respect of whether the requirements of the Board could be achieved.

In August 2017, the Board determined it would be appropriate to obtain a cost-benefit analysis to evaluate and identify if the present timing of the initiative was appropriate and provide clarification as to whether the initiative should proceed. Subsequent discussions with a director at PricewaterhouseCoopers Australia (PwC Brisbane) recommended the Board liaise further with an independent information technology (IT) and change management firm to obtain further information in order to make an informed and sound decision regarding the initiative and potentially how to implement it to appropriately support the work of the Board and successfully achieve a solution.

At the time of reporting, due to staffing levels and staff capacity, no further work had been undertaken on the initiative.

Throughout the reporting period, ad hoc amendments were made 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

Based on two interstate reviews of law courses using the Law Admissions Consultative Committee (LACC) *Accreditation Standards for Australian Law courses* (the Accreditation Standards) as well as recent work undertaken by the Federal government, amendments have been made to the Accreditation Standards. Although the Board has loosely used the Accreditation Standards as a guide to reviewing law courses in Queensland, at the time of reporting, it is anticipated the Board will consider adopting the amended Accreditation Standards at a future Board meeting. This will provide greater certainty to law schools about matters the Board may consider pertinent during accreditation, monitoring or reaccreditation of law courses in Queensland.

National Review of College of Law

The Board continues to participate in a National Review of the College of Law PLT program being hosted by the Victorian Legal Admissions Board (VLAB) with the Board's Secretary appointed as the Queensland representative to the Standing Committee performing the review.

At the time of reporting, the review panel had provided a draft report for consideration and comment. Work will continue in relation to the review during the next financial year, the Board to consider the panel's report at its meeting in October 2018.

Queensland Lawyers' Companion

With the valuable input of an Editorial Board chaired by His Honour Justice Martin Daubney, the Board reviewed and published the second edition of the Queensland Lawyers' Companion (QLC) during the reporting period. The QLC is presented to applicants, free-of-charge, as a valuable memento and useful guide at the time of their admission. Created by the collegial contribution of practitioners from both the solicitors and barristers arms of the profession, the QLC provides valuable and informative chapters on issues the Board believes are beneficial to newly admitted lawyers as they embark on their professional journeys.

Some information and resources included in the QLC have been shared with QLS to include in the Legal Careers Expo Student Handbook, distributed to attendees at the QLS Legal Careers Expo.

The third edition of the QLC is to be prepared and published for the 2019 calendar year.

Wellbeing and Resilience Program

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

The Board remains a signatory to the recently renamed MINDS COUNT, previously the Tristan Jepson Memorial Foundation (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 of newly admitted lawyers.

National Register of Approved Academic Qualifications

At the request of LACC, the Board has established a National Register of Approved Academic Qualifications detailing the various law courses offered within each jurisdiction in Australia. The Register is for use by admitting authorities only and is aimed at sharing information as to law courses and programs that have been approved by interstate admitting authorities as providing approved and corresponding academic qualifications. It is anticipated the Register will assist in determining corresponding courses offered interstate to be completed by, for example, overseas law graduates and legal practitioners who have been assessed to complete academic qualifications to supplement any law qualifications they may have 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 its material required under the RTIA and IPA including its Publication Scheme, Administrative Access Scheme, Complaints Management Procedure, and Statement of Commitment. The Board has also 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, approving and finalising various strategies, operations and statutory requirements 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 Chair of the Board has requested the Secretary raise staffing levels with the QLS.

Additional potential risks exist in respect of the Board's project portfolio including, for example, the timing of an online admission solution in Queensland and costings being outside the Board's budgetary aims. 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 required, 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 has previously resolved not to establish a Risk Management Committee under section 28(3) of the FPMS and this decision remained in force during 2017/2018.

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. Progress on the online admission initiative has slowed significantly due to staffing levels and staff capacity as well as matters raised by the director at PwC Brisbane.

Board meetings and flying minutes

Board meetings

There were seven Board meetings during 2017/2018. These meetings were held in conjunction with the seven corresponding admission ceremonies held in Brisbane throughout the year.

During the course of its meetings, the Board considered approximately 1,143 applications for admission that were heard in Brisbane as well as six applications which were heard regionally, all applications being heard in Cairns.

During its meetings, the Board also considered the following applications:

- three domestic Mutual Recognition (MRA) applications;
- six Trans-Tasman Mutual Recognition (TTMRA) applications;
- one request from the Chambers of the Chief Justice of Queensland;
- fifteen applications for early consideration of suitability, one of which was referred to the Queensland Civil and Administrative Tribunal (QCAT) by the Board for a direction; the application later being withdrawn by the applicant;
- two requests for approval of academic assessments conducted by Queensland universities;
- sixty requests for assessment or reassessment by the Board of overseas academic qualifications;
- seventeen requests for assessment or reassessment by the Board of overseas PLT and experience in practice;
- thirty-six applications to register under the supervised traineeship scheme;
- one cancellation of registration as a supervised trainee; and
- eighteen 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 or information as to where PLT students are able to complete their work place experience, and a request by QLS to use information contained in its QLC as part of its Legal Careers Expo Student Handbook.

Flying minutes

The Board also considered a total of 29 flying minutes throughout the year mainly involving:

- reconsideration of applications for admission in Brisbane (two applications);
- requests from the Chambers of the Chief Justice of Queensland (one request);
- applications for admission in regional centres (75 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 (20 applications);
- approval of applications for assessment of overseas practical legal training and experience in practice (three applications);
- recovery of a costs order granted in the Board's favour;
- consideration of three solutions given by information communication technology suppliers for an online admission; and
- matters pertaining to statutory governance, approval of financial statements and fees, approval of the annual budget, and material submitted by LACC.

Governance – organisational structure and management

Organisational structure – Board members

Eight members appointed under section 660 of the Act, all of whom volunteer their services, constitute the Board. 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 2017/2018, the members of the Board are:

- Mr Greg Moroney (Chair)
- Mr Liam Kelly QC (Deputy Chair) (BAQ nominee)
- Mr Alan MacSporran QC
- Ms Trudie Rogers (QLS nominee)
- Mr Noel Jensen
- Ms Jennifer Rosengren (until 25 August 2017) (now Her Honour Judge Rosengren of the District Court)
- Ms Jennifer Sheean (replaced Ms Jennifer Rosengren from 15 September 2017)
- Ms Philippa Mott, Attorney-General's nominee
- Ms Julie Steel, Brisbane Supreme Court Registrar

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

The Chair of the Board wishes to thank retiring Board members, Her Honour Judge Rosengren and Ms Trudie Rogers, for their invaluable contribution and service to the Board.

Throughout 2017/2018, Mr Greg Moroney, Chair of the Board, continued in his position as the Queensland State representative of LACC. Mr Moroney attended one LACC meeting during the year on 23 February 2018 in Melbourne. One LACC meeting was attended by Mr

Liam Kelly QC as Deputy Chair of the Board on 27 October 2017. The overall cost of attending LACC meetings was approximately \$5,557.45.

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 requirement 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 and assists and 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.

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 Adelaide, South Australia, on 24 to 27 October 2017 at a cost of approximately \$2,108.58.

*Staff:**Full-time*

- Ms Genevieve Jones, Admissions Coordinator (26 April 2016 – 15 November 2017)

Part-time

- Ms Thushani Welgampola, Admissions Coordinator (8 January 2018 – 1 June 2018)
- Ms Christine Westhead, Admissions Assistant (19 August 2013 - 30 June 2018)
- Ms Hana Williams, Junior Administrative Assistant (12 June 2017 – 30 June 2018)

Ms Welgampola, and previously Ms Jones as well as 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 provides administrative assistance to the Board's staff.

Casual contractors

- Ms Jennifer Sheean, Barrister and Overseas assessor and Local Law Program Assessor
- Ms Sarah Moore, Solicitor and Overseas assessor

Ms Sheean and Ms Moore form 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).

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 (Attachments A and B of the LACC Report).

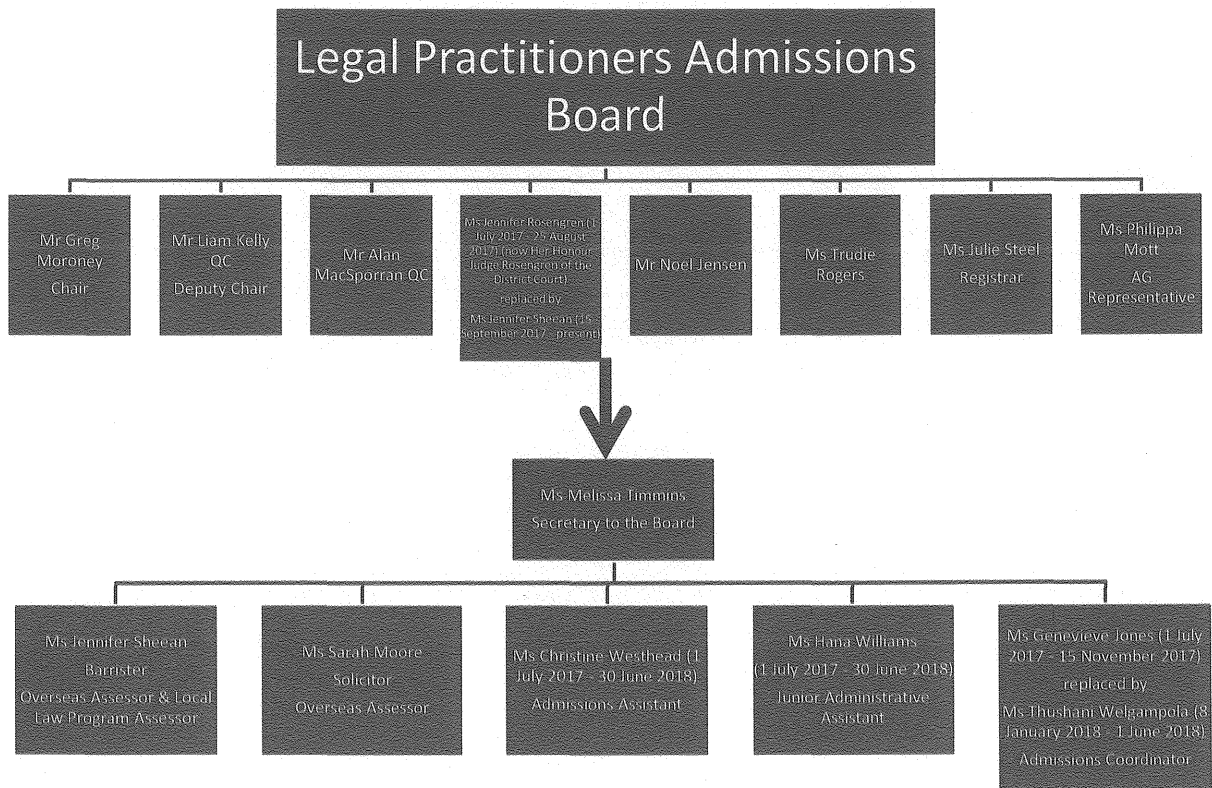


Figure 1: Legal Practitioners Admissions Board Organisational structure

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) PLT and experience in practice of overseas legal practitioners.

The OQAC considered 80 applications for assessment or reassessment of academic qualification and 24 applications for assessment or reassessment of PLT and experience in practice. The Board's assessors are paid \$50 (plus GST) each per assessment or reassessment completed.

Public Sector Ethics Act 1994

The Board's values, as detailed in its strategic plan, include:

- integrity
- accountability

- respect
- safeguarding standards
- supporting the legal profession

The Board's Standards of Conduct taking into account the ethical principles and values outlined in the PSEA have been approved by the Board and can be found online at 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:

- October 2017 – a proposal by the University of Southern Queensland (USQ) to change two of its core introductory courses;
- October 2017 – ongoing consideration of a proposal by the Queensland University of Technology (QUT) to offer a proposed integrated academic/PLT program in accordance with LACC's *Guiding Principles for Integrated Academic and PLT Courses*;
- December 2017 – an application for approval, in conjunction with the Honourable Chief Justice, by the University of Queensland (UQ) to change certain aspects of the property law courses as well as the relevant course codes.

Practical legal training programs

During the reporting period, the Board considered a joint request by the College of Law (Qld) (College) and QUT as to whether PLT students are able to complete their workplace experience as an Associate to a Judge or Judicial Officer.

The Board also approved changes to the College's work placement rules in accordance with LACC's *Standards for PLT Workplace Experience*.

The Board continues to be involved in the ongoing National Review of the College's PLT program being hosted by the VLAB and undertaken by a panel appointed to perform the review.

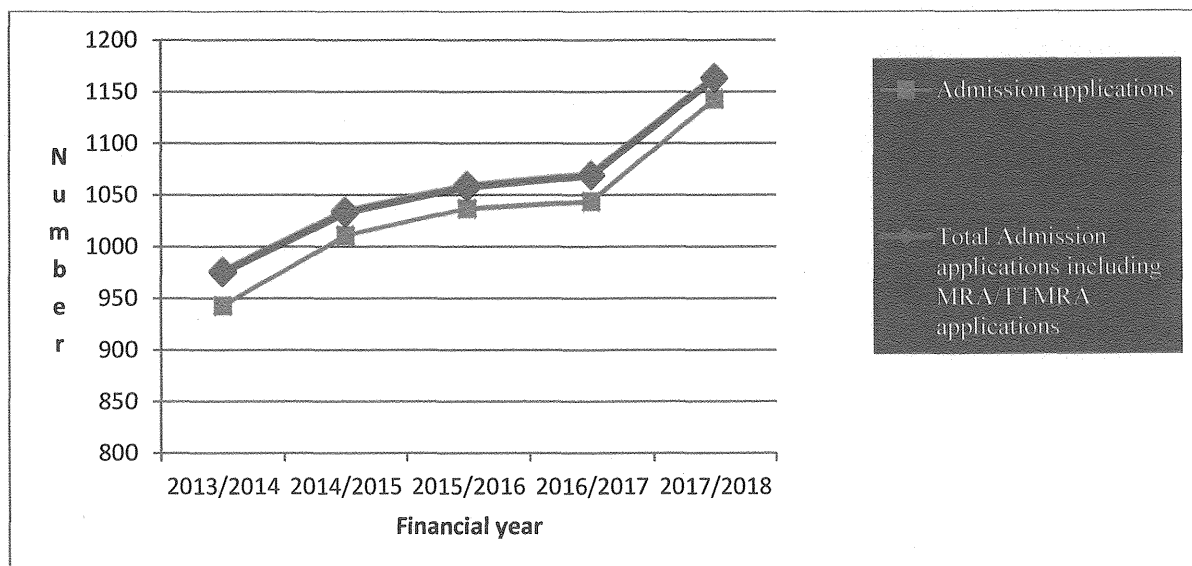
Supervised traineeship scheme

The Board considered 36 applications from law firms wishing to register law graduates under the supervised traineeship scheme during the reporting period. It also considered one application to cancel registration of one supervised trainee.

Suitability issues

Admission applications

During the reporting period, the Board considered 1,143 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 1,067 applicants;
- recommending approximately 51 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, three applicants

adjourned their application prior to the Court sitting and one applicant's application was adjourned in Court;

- requesting an adjournment of, or opposing, approximately 24 applications pending the provision of additional information by the applicant or due to an applicant's non-compliance with the procedural requirements for admission; all applications proceeding at a later date; 19 being successful and five being unsuccessful (three of which remain adjourned to a date to be fixed, and two of which have been withdrawn by the applicant with one application subsequently being relisted).

In addition to the 'local' admission applications, the Board has also considered 21 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 15 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 six applications, the Board refused to make declarations in relation to five applications. Of the five applications in which the Board refused to make declarations, three applicants have subsequently been admitted, one applicant also subsequently applied for admission but withdrew that application prior to the application being determined by the Court of Appeal and one applicant has not brought their application back before the Board.

The Board also referred one of the six remaining applications to the QCAT. The applicant subsequently withdrew the application after the Board's Secretary obtained additional information from the Magistrates Court in relation to the applicant's suitability matters.

Overseas graduates and legal practitioners

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

The Board received 80 applications for assessment and reassessment of overseas academic qualifications, and 24 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
Barbados	1
Bosnia and Herzegovina	1
Brazil	2
Canada	2
China	1
Columbia	1
Denmark	1
Egypt	1
England	25
Fiji	3
Ghana	1
Hong Kong	1
India	7
Iran	1
Italy	2
Japan	1
Korea	1
Nigeria	3
Northern Ireland	2
Norway	1
Papua New Guinea	2
Poland	1
Republic of Ireland	3
Scotland	1
Sierra Leone	1
South Africa	9
Sri Lanka	1
United States of America	3
TOTAL	80

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

Assessment/reassessment of practical legal training and experience in practice

Jurisdiction	Number of applications
Bangladesh	1
Canada	2
Denmark	1
England	4
Fiji	3
India	2
Papua New Guinea	1
Poland	1
Nigeria	1
Sri Lanka	4
South Africa	3
Trinidad and Tobago	1
TOTAL	24

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 34 skills assessment certificates.

Consultations

During the reporting period, 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 2017/2018 is as follows:

Item	2017/2018 Budget	2017/2018 Actual	Variance
INCOME			
Admission Revenue	\$577,070	\$724,023	\$146,953
Mutual Recognition Revenue	\$13,754	\$11,960	(\$1,794)
Other (Sundry) Income	\$44,158	\$50,330	\$6,172
TOTAL	\$634,982	\$786,313	\$151,331
EXPENDITURE			
Employee expenses	\$346,083	\$328,001	\$18,082
Professional Consulting/Legal Fees	\$177,700	\$76,800	\$100,900
QLS – levy	\$31,204	\$30,463	\$741

QLS – rent	\$26,400	\$15,600	\$10,800
Advertising	\$11,500	\$6,520	\$4,980
Printing and Stationary	\$3,000	\$35,827	(\$32,827)
Audit fees	\$10,000	\$10,400	(\$400)
Other expenses	\$39,634	\$33,508	\$6,126
TOTAL	\$645,521	\$537,119	\$108,402
OPERATING SURPLUS/DEFICIT	(\$10,539)	\$249,194	\$259,733

Table 3: 2017/2018 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 2017/2018 budget forecast that the Board would receive approximately 965 applications for admission and 24 applications for admission through the MRA and TTMRA schemes. When the budget was prepared (in March 2017), the estimated total number of applications for admission was based on the number of applications received during the first eight months of the 2015/2016 and 2016/2017 financial years. The figure for the first eight months of 2016/2017 declined by approximately 7 per cent in contrast to the number of applications received for the first eight months of the 2015/2016 financial year. Consequently, the total estimated figure for the 2017/2018 year was also reduced by 7 per cent as it appeared application numbers were declining. Based on these figures and an application fee of \$598 per application, it was estimated the Board would generate admission and mutual recognition income of approximately \$577,070 and \$13,754 respectively. The variance in income received of some \$145,159 results from the Board receiving approximately 175 applications more than originally estimated throughout the year (178 applications higher than estimated for admission and three applications fewer than estimated under the MRA and TTMRA schemes). Additional variation in application fees arises from the Board considering an application on more than one occasion, however the applicant only being required to pay the application fee once.

Professional consultancy fees (including payments to the Board's local overseas assessors, law course assessor) and legal fees were \$76,800 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 four applications for admission, all four applicants being admitted. Additional legal fees were incurred by the Board for obtaining legal advice and/or briefing Counsel and/or solicitors to appear in respect of two applications that were subsequently withdrawn by the applicant (one then being relisted). Three additional applications for which legal fees were incurred remain on foot but adjourned by the applicant. It is anticipated these applications will proceed and be considered by the Board at some future date.

The Board's advertising costs reduced significantly this financial year as the statutory requirement for the Board to publish notices in the Courier Mail and/or a regional newspaper for each admission sitting held either in Brisbane or regionally in accordance with Rules 12A and 12B of the Admission Rules ended in September 2017. The Board's printing and stationary costs were also significantly above budgetary estimates due to publication of the Board's 2018 QLC which was given a separate line item of 'Projects' in the Board's budget; costs associated with publishing the 2018 QLC being approximately \$32,707.

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 will be considered at the Board's meeting in October 2018.

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, one of whom is 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 15½ years. Of the part-time staff members, the Admissions Assistant has been in the position for the past five years and the part-time Junior Administrative Assistant has been in the position for one year and three months.

The role of full-time Admissions Coordinator was vacated in November 2017 and refilled with a part-time staff member in mid-January 2018. The position was again vacated in early June 2018 and is currently being refilled with another full-time staff member.

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).

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.

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**

7 September 2018

7 September 2018

Glossary

Organisations

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

Statutory instruments

Act	<i>Legal Profession Act 2007 (Qld)</i>
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FAA	<i>Financial Accountability Act 2009 (Qld)</i>
FPMS	<i>Financial and Performance Management Standard 2009 (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
IS31	<i>Information Standard: Retention and Disposal of Public Records</i>
IS40	<i>Information Standard 40: Recordkeeping</i>
IT	Information Technology
PLT	Practical legal training
QDAN	Queensland Disposal Authority Number
QLC	<i>Queensland Lawyers' Companion</i>
Uniform Principles	<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 2017/2018 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 2017/2018

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 2017/2018 financial performance

ATTACHMENT B – Compliance Checklist (template)

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 21 – 22
	<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	1
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 31 and 32	(if applicable)
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	1 - 2
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	3 - 8
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1	2 - 3
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	NA
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	3 – 8
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	13 - 17
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	17 - 18
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	8 – 12
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	9 - 10
	<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"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	12 - 13
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.5	-
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	18
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	19
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3	19

Summary of requirement		Basis for requirement	Annual report reference
	• External scrutiny	ARRs – section 14.4	19
	• Information systems and recordkeeping	ARRs – section 14.5	19
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	19 - 20
	• Early retirement, redundancy and retrenchment	Directive 16/16 <i>Early Retirement, Redundancy and Retrenchment</i> Directive 04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	20
Open Data	• Statement advising publication of information	ARRs – section 16	20
	• 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 FPMS – sections 42, 43 and 50 ARRs – section 17.1	Appendix 3
	• Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	Appendix 3

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

Reporting template for Annual report requirements for Queensland Government agencies for the 2017–18 reporting period – 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				
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 body of Annual Report 2017 – 2018 at pages 3 to 6				
Financial reporting	Audited on an annual basis by the Queensland Audit Office resulting in Annual Financial Statements (2017 – 2018) being prepared. Reporting also provided in 2017 – 2018 Annual Report at pages 17 and 18.				
Remuneration					
Position	Name	Meetings/sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
Chair	Greg Moroney (*see below under LACC meetings)	7 meetings/4 attended	Nil	NA	Nil
Deputy Chair	Mr Liam Kelly QC (*see below under LACC meetings)	7 meetings/3 attended	Nil	NA	Nil
Board member	Mr Alan MacSporran QC	7 meetings/5 attended	Nil	NA	Nil
Board member	Ms Jennifer Rosengren (until 25 August 2017)	1 meeting/1 attended	Nil	NA	Nil
Board member	Ms Jennifer Sheean (from 15 September 2017)	6 meetings/6 attended	Nil	NA	Nil
Board member	Mr Noel Jensen	7 meetings/5 attended	Nil	NA	Nil
Board member	Ms Trudie Rogers	7 meetings/4 attended	Nil	NA	Nil
Board member	Ms Julie Steel	7 meetings/4 attended	Nil	NA	Nil
Board member	Ms Philippa Mott	7 meetings/5 attended	Nil	NA	Nil
No. scheduled meetings/sessions	7				
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 admission 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 reimbursement	Approved sub-committee reimbursement if applicable	Actual reimbursement received
Member	<i>Mr Greg Moroney</i>	<i>1</i>	<i>\$2,601.59</i>	<i>NA</i>	<i>\$2,601.59</i>
	<i>Mr Liam Kelly QC (as Mr Moroney's delegate)</i>	<i>1</i>	<i>\$2,955.86</i>	<i>NA</i>	<i>\$2,955.86</i>
No. scheduled meetings/sessions	<i>2</i>				
Total out of pocket expenses	<i>Unknown</i>				

LEGAL PRACTITIONERS ADMISSIONS BOARD

Financial Report
For the year ended 30 June 2018

Legal Practitioners Admissions Board

Financial Report

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Legal Practitioners Admissions Board
Statement of Comprehensive Income
For the year ended 30 June 2018

	NOTES	2018 \$	2017 \$
Revenue			
Admission revenue	B1	735,983	614,850
Other income	B1	50,330	37,856
Total revenue		786,313	652,706
Expenses			
Reimbursement to Queensland Law Society Incorporated	B2-1	526,719	722,036
Audit fees	B2-2	10,400	9,500
Total expenses		537,119	731,536
Operating result for the year		249,194	(78,830)
Other comprehensive income		-	-
Total comprehensive income for the year		249,194	(78,830)

The accompanying notes form part of these statements.

Legal Practitioners Admissions Board
Statement of Financial Position
As at 30 June 2018

	NOTES	2018 \$	2017 \$
Current assets			
Cash and cash equivalents	C1	1,518,144	1,226,270
Receivables	C3	10,201	57,845
Total current assets		1,528,345	1,284,115
Total assets		1,528,345	1,284,115
Current liabilities			
Payables	C4	7,476	12,440
Total current liabilities		7,476	12,440
Total liabilities		7,476	12,440
Net assets		1,520,869	1,271,675
Equity			
Accumulated surplus		1,520,869	1,271,675
Total equity		1,520,869	1,271,675

The accompanying notes form part of these statements.

Legal Practitioners Admissions Board
Statement of Changes in Equity
For the year ended 30 June 2018

	2018	2017
	\$	\$
Accumulated surplus		
Balance at 1 July	1,271,675	1,350,505
Total comprehensive income for the year	249,194	(78,830)
Balance at 30 June	1,520,869	1,271,675

The accompanying notes form part of these statements.

Legal Practitioners Admissions Board
Statement of Cash Flows
For the year ended 30 June 2018

	NOTES	2018 \$ Inflows (Outflows)	2017 \$ Inflows (Outflows)
Cash flows from operating activities			
Contributions by practitioners and other receipts		814,636	632,878
Administration expenses and other payments		(543,811)	(852,721)
Interest receipts		21,049	20,205
Net cash (used in)/generated from operating activities	C1	291,874	(199,638)
Net increase/(decrease) in cash and cash equivalents held		291,874	(199,638)
Cash and cash equivalents at the beginning of the financial year		1,226,270	1,425,908
Cash and cash equivalents at the end of the financial year	C1	1,518,144	1,226,270

The accompanying notes form part of these statements.

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 2017.

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 2016 - 17 financial statements and have 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 2018

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.

	2018 \$	2017 \$
Admission Revenue		
Admission application fee	724,023	602,247
Admission application fee – mutual recognition	11,960	12,603
	735,983	614,850
Other Revenues		
Registration of traineeship	2,340	2,028
Approval of overseas academic and practical legal training	14,656	15,905
Interest income	19,542	19,828
Sundry income	13,792	95
	50,330	37,856
Total revenue	786,313	652,706

B2 EXPENSES

B2-1 REIMBURSEMENT TO QUEENSLAND LAW SOCIETY INCORPORATED

This administration fee paid to the Queensland Law Society Incorporated represents expenses paid on behalf of the Board plus an administration fee levy imposed by the Queensland Law Society Incorporated. Expenses of the Board comprise the following items:

	2018 \$	2017 \$
Employee expenses	328,001	360,650
Professional fees	76,800	171,991
Queensland Law Society – levy	30,463	34,650
Queensland Law Society – rent	15,600	26,400
Advertising	6,520	45,805
Printing and stationery	35,827	50,284
Other expenses	33,508	32,256
Total expenses	526,719	722,036

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 2017-18 are \$10,400 (2017: \$9,900). There are no non-audit services included in this amount.

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 but not 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.

	2018 \$	2017 \$
Cash on hand	67,835	24,955
Cash deposit account	1,450,309	1,201,315
Total cash and cash equivalents	1,518,144	1,226,270

Legal Practitioners Admissions Board
Notes to the financial statements
For the year ended 30 June 2018

C1 CASH AND CASH EQUIVALENTS – continued

Reconciliation of the operating result for the year to net cash (used in)/generated from operating activities

	2018 \$	2017 \$
Operating result for the year	249,194	(78,830)
<i>Changes in assets and liabilities:</i>		
(Increase)/decrease in receivables	47,644	(55,961)
(Decrease)/increase in payables	(4,964)	(64,847)
Net cash (used in)/generated from operating activities	291,874	(199,638)

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.

C3 RECEIVABLES

All receivables have been recognised on an accrual basis and are carried at actual amounts and the collectability of trade debtors is assessed at reporting date with allowance being made for impairment where such evidence exists.

	2018 \$	2017 \$
Interest receivable	-	1,507
Prepayments	1,728	-
Queensland Law Society Incorporated	8,473	56,338
Total receivables	10,201	57,845

Legal Practitioners Admissions Board
Notes to the financial statements
For the year ended 30 June 2018

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.

	2018	2017
	\$	\$
Trade creditors	-	2,650
Accrued audit fee	7,476	9,790
Total payables	7,476	12,440

D1 CONTINGENT LIABILITIES AND EVENTS AFTER BALANCE DATE

There were no known contingent liabilities at 30 June 2018. There are no events subsequent to reporting date requiring disclosure in the financial report.

D2 FUTURE IMPACT OF ACCOUNTING STANDARDS NOT YET EFFECTIVE

At the date of authorisation of the financial report, the expected impacts of new or amended Australian accounting standards issued with future commencement dates are:

AASB1058 Income of Not-for-profit Entities and AASB15 Revenue from Contracts with Customers

This Standard will become effective from reporting periods beginning on or after 1 January 2019 and contains much more detailed requirements for the accounting for certain types of revenue from customers.

Depending on the specific contractual terms, the new requirements may potentially result in a change to the timing of revenue, such that some revenue may need to be deferred to a later reporting period to the extent that the fund has received cash but has not met its associated obligations (such amounts would be reported as a liability (unearned revenue)).

The Board does not expect the new standard to have a significant impact on its present accounting practices.

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 2017* (FRR) (Queensland Treasury, April 2018), 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 2017 - 18.

Legal Practitioners Admissions Board
Notes to the financial statements
For the year ended 30 June 2018

E1 KEY MANAGEMENT PERSONNEL DISCLOSURES
(continued)

The role of Chair and Deputy Chair are supported by the elected 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
Deputy Chair	Mr Liam Kelly QC	01/04/2007	Current
Board Member	Mr Alan MacSporran	01/07/2015	Current
Board Member	Ms Trudie Rogers	01/07/2014	Current
Board Member	Mr Noel Jensen	01/07/2004	Current
Board Member	Ms Jennifer Rosengren	01/07/2006	25/08/2017
Board Member	Ms Jennifer Sheean	15/09/2017	Current
Board Member	Ms Philippa Mott	01/07/2015	Current
Board Member	Ms Julie Steel	01/07/2011	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, 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.

Legal Practitioners Admissions Board
Notes to the financial statements
For the year ended 30 June 2018

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.

	2018 \$	2017 \$
Professional fees paid to a firm of which a board member is a KMP:		
- Bennet & Phillip Pty Ltd	7,706	42,889
- Jensen & Co	23,031	23,063
- Jennifer Sheean	7,500	-
Total	38,237	65,952

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 2017 - 18.

Accounting Standards Early Adopted

No Australian Accounting Standards have been early adopted for 2017 - 18.

Accounting Standards Applied for the First Time

Accounting Standards applied for the first time in the 2017 - 18 financial year had no material 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.

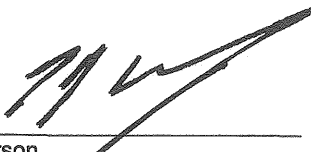
The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the statement of financial position.

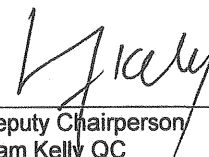
Cash flows are included in the Statement of Cash Flows on a gross basis. The GST components of cash flows arising from investing activities and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

Legal Practitioners Admissions Board
Management Certificate
For the year ended 30 June 2018

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 2018 and of the financial position of the Board as at the end of that year; and
- c. these assertions are based on an appropriate system of internal controls and risk management processes being effective, in all material respects, with respect to financial reporting throughout the reporting period.



Chairperson
Greg Moroney

Deputy Chairperson
Liam Kelly QC

31, 8, 2018

31, 8, 18

Legal Practitioners Admissions Board Independent Auditor's Report

To the Board of the Legal Practitioners Admissions Board.

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of the 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 2018, and its financial performance and cash flows for the year then ended; and
- 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 2018, 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 certificates given by the Chairperson and the Deputy Chairperson.

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.

Report on other legal and regulatory requirements

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2018:

- 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.

JOHN WELSH
As delegate of the Auditor-General

Queensland Audit Office
Brisbane

1 JULY 2017 TO 30 JUNE 2018
LEGAL PRACTITIONERS (ACTUALLY ADMITTED)

	BRISBANE													CAIRNS										ROCKHAMPTON										TOWNSVILLE										Total	TTMRA	MRA	Total																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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