

# COMPLIANCE CHECKLIST

Summary of requirement	Basis for requirement	Annual report reference/ page no.
<b>Letter of compliance</b>	A letter of compliance from the accountable officer or statutory body to the relevant minister	ARRs – section 7 1
<b>Accessibility</b>	Table of contents Glossary	ARRs – section 9.1 1 145
	Public availability	ARRs – section 9.2 1
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 1
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4 1
	Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5 N/A
<b>General information</b>	Introductory information	ARRs – section 10.1 2, 10-11
	Agency role and main functions	ARRs – section 10.2 1-2, 4-9, 36-37
	Machinery of Government changes	ARRs – sections 31 and 32 N/A
	Operating environment	ARRs – section 10.3 1-2, 4-52
<b>Non-financial performance</b>	Government's objectives for the community	ARRs – section 11.1 N/A
	Other whole-of-government plans/specific initiatives	ARRs – section 11.2 N/A
	Agency objectives and performance indicators	ARRs – section 11.3 4-52
	Agency service areas and service standards	ARRs – section 11.4 4-52
<b>Financial performance</b>	Summary of financial performance	ARRs – section 12.1 51-52
<b>Governance – management and structure</b>	Organisational structure	ARRs – section 13.1 36-37, 41-43
	Executive management	ARRs – section 13.2 36-43
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3 1
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 40
	Queensland public service values	ARRs – section 13.5 N/A

**ARRs** Annual report requirements for Queensland Government agencies

**FAA** *Financial Accountability Act 2009*

**FPMS** Financial and Performance Management Standard 2009

**QGEA** Queensland Government Enterprise Architecture

Summary of requirement	Basis for requirement	Annual report reference/ page no.
<b>Governance – risk management and accountability</b>	Risk management	ARRs – section 14.1 36, 39-40
	Audit committee	ARRs – section 14.2 36-37, 39-40
	Internal audit	ARRs – section 14.3 36
	External scrutiny	ARRs – section 14.4 106-107, 124-125, 141-142
	Information systems and recordkeeping	ARRs – section 14.5 40
<b>Governance – human resources</b>	Strategic workforce planning and performance	ARRs – section 15.1 44
	Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016) ARRs – section 15.2 44
<b>Open Data</b>	Statement advising publication of information	ARRs – section 16 data.qld.gov.au
	Consultancies	ARRs – section 33.1 1
	Overseas travel	ARRs – section 33.2 1
	Queensland Language Services Policy	ARRs – section 33.3 N/A
<b>Financial statements</b>	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1 105 123 140
	Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2 106-107 124-125 141-142

**ARRs** Annual report requirements for Queensland Government agencies

**FAA** *Financial Accountability Act 2009*

**FPMS** Financial and Performance Management Standard 2009

**QGEA** Queensland Government Enterprise Architecture

# GLOSSARY

<b>ARRs</b>	Annual report requirements for Queensland Government agencies
<b>ASX</b>	Australian Stock Exchange
<b>Call to parties</b>	Queensland Law Society's pre-election document outlining the profession's concerns and priority areas
<b>CBD</b>	Central business district
<b>CEO</b>	Chief executive officer
<b>CPD</b>	Continuing professional development
<b>Cth</b>	Commonwealth
<b>DLA</b>	District Law Association
<b>ECL</b>	Early career lawyer
<b>E-newsletter</b>	Electronic newsletter
<b>EVP</b>	Employee value proposition
<b>FRC</b>	Finance and Risk Committee
<b>FTE</b>	Full-time equivalent
<b>Guidance statements</b>	Documents that outline Queensland Law Society's guidance on a particular subject
<b>IP Act</b>	<i>Information Privacy Act 2009</i>
<b>KPI</b>	Key performance indicator
<b>LawCare</b>	Counselling and wellbeing assistance program for Queensland Law Society staff and members
<b>LawTalk</b>	Queensland Law Society's blog ( <a href="http://medium.com/qldlawsociety">medium.com/qldlawsociety</a> )
<b>Law Week</b>	Annual event held across Australia promoting the legal profession
<b>Lexon</b>	Lexon Insurance Pte Ltd, a wholly-owned subsidiary company of Queensland Law Society
<b>LPA</b>	<i>Legal Profession Act 2007 (Qld)</i>
<b>Minds Count</b>	Organisation promoting mental health and wellbeing in the legal profession – formerly known as the Tristan Jepson Memorial Foundation
<b>Open rate</b>	The number of times an email has been opened
<b>PC</b>	Practising certificate
<b>PMC</b>	Practice Management Course
<b>Proctor</b>	Queensland Law Society's monthly magazine
<b>QLS</b>	Queensland Law Society
<b>QLS Update</b>	Queensland Law Society's weekly e-newsletter
<b>QSA</b>	Queensland State Archives
<b>RAP</b>	Reconciliation Action Plan
<b>RTI Act</b>	<i>Right to Information Act 2009 (Qld)</i>

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