

# *Legal Practitioners Admissions Board*

## **2020 – 2021 Annual Report**

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

1 September 2021

## Public Availability of Annual Report

The Legal Practitioners Admissions Board's Annual Report 2020/2021 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](mailto:m.timmins@qls.com.au) OR [admissions@qls.com.au](mailto:admissions@qls.com.au)  
 Post: GPO Box 1785, BRISBANE QLD 4001

Alternatively, the Legal Practitioners Admissions Board's Annual Report 2020/2021 is available on the Queensland Law Society website [www.qls.com.au](http://www.qls.com.au) under 'Practising Law in QLD', 'Qualifying as a solicitor in Qld', 'Legal Practitioners Admission Board (LPAB)' and 'Corporate documents'.

The official copy of the annual report, as tabled in the Legislative Assembly of Queensland, can be accessed from the Queensland Parliament's tabled papers website database at <http://www.parliament.qld.gov.au/work-of-assembly/taled-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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In essence, you are free to copy, communicate and adapt this annual report, as long as you attribute the work to the Legal Practitioners Admissions Board. Content from this annual report should be attributed as The Legal Practitioners Admissions Board Annual Report 2020/2021.

15 September 2021

The Honourable Shannon Fentiman MP  
Attorney-General and Minister for Justice  
Minister for Women and Minister for the Prevention of Domestic and Family Violence  
Member for Waterford  
GPO Box 149  
BRISBANE QLD 4001

Dear Attorney

**Re: Legal Practitioners Admissions Board Annual Report – 2020/2021**

I am pleased to submit for presentation to Parliament the Annual Report 2020/2021 and financial statements for the Legal Practitioners Admissions Board.

I certify that this Annual Report complies with:

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

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

Yours sincerely



**GREG MORONEY**

Chair of the  
Legal Practitioners Admissions Board

**Encl**

1 September 2021

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## Introduction

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



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

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

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

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

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

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

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

The Board’s offices are located at Level 2 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.

## Board members and staff – COVID-19

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

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

The Board approved a strategic plan for the 2019 – 2023 period at its meeting in October 2019. 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 2019 – 2023 encapsulates four strategies and objectives as follows:

***Objective 1:** Responsive statutory body: establish services that are easy to use through revitalized processes and investing in projects to deliver efficiency and cost-effectiveness while maintaining the integrity of the admission process;*

***Objective 2:** Responsive statutory body: achieving compliance, discharging statutory obligations, and improving governance;*

***Objective 3:** Climate change: reduce contribution by ensuring efficient use of resources; and*

***Objective 4:** Improve education and training regulations and standards within legal education: engage Queenslanders in education, training and work, ensuring the employability of legal professionals, and create jobs by encouraging overseas applicants to complete assessment requirements in Queensland.*

The Board's strategic objectives contribute to the following Government objectives for the community *Our Future State: Advancing Queensland's Priorities*:

- Be a responsive government;
- Create jobs in a strong economy;
- Keep Queenslanders healthy; and
- Protect the Great Barrier Reef.

The Board's 2019-2023 strategic plan reflects the Government's objectives for the community which were current at the time of the plan's release.



The Board contributed to the Government's new objectives for the community released in or around March 2021 as a responsible government body during the reporting period by contributing to the following objectives:

- Safeguarding our health: Safeguard people's health and jobs by keeping Queensland pandemic-ready;
- Backing small business: help small business, the backbone of the State's economy, thrive in a changing environment;
- Investing in skills: ensure Queenslanders have the skills they need to find meaningful jobs and set up pathways for the future;
- Protecting the environment: Protect and enhance our natural environment and heritage for future generations and achieve a 50 per cent renewable energy target by 2030.

## 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 –

***Responsive statutory body: establish services that are easy to use through revitalized processes and investing in projects to deliver efficiency and cost-effectiveness while maintaining the integrity of the admission process***

*Review and revise information kits available to applicants seeking admission*

During the reporting period, the Board continued to review and prepare updated Admission Information Kits to be used by applicants seeking admission. These new Admission Information Kits are still to be finalised and were placed on hold due to alternative arrangements that needed to be made during the reporting period due to the COVID-19 pandemic.

*Continued progress and discussions with stakeholders to implement an online admission portal*

The Board's online admission portal aims to improve efficiencies relevant to admission processes. Delays in work have primarily been caused by the Board's website being a micro-site of the QLS website which has been upgraded by the QLS.

The QLS has provided information to the Board relating to prospective costs associated with a micro-site for the Board hosted by the QLS as part of its new Content Management System. In mid-2021, the QLS launched its new website which includes a micro-site for the

Board. At the time of preparing this report, it is anticipated that the Board's online admission strategy will be progressed, however it is unclear as to when this will occur.

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

*Engage in actively informing applicants seeking admission of admission requirements and material to be provided noting in particular processes for those with suitability matters*

The Board continues to engage significantly with all applicants seeking admission, any engagement often being on an individual basis. With any application for admission, each applicant provides material to the Board on at least two separate occasions; firstly when providing the application and initial documentation, and secondly when providing an affidavit of compliance.

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

## **Strategic Objective 2 –**

***Responsive statutory body: achieving compliance, discharging statutory obligations, and improving governance***

*Perform high quality review of applications for admission in order for informed, considered, accurate, and timely recommendations to be made by the Board to the Court for each application*

The Board has continued to perform high quality review of each application received; any briefing given to the Board has been accurately provided to ensure all recommendations by the Board are informed, considered and accurate. Each recommendation by the Board is provided to applicants and the Supreme Court in a timely manner.

*Ensure the integrity of the legal profession and community confidence in the admitting authority in Queensland by facilitating informed decisions*

The Board performs thorough and extensive reviews of applications submitted by applicants and in particular applicants seeking admission to the legal profession. All applicants provide original copies of documents relating to their completion of eligibility requirements for admission as well as any documents relating to matters going to an applicant's suitability for admission; relevant documents and information is to be sworn as to the truth and authenticity within an applicant's affidavit of compliance.

The Board has recommended certain amendments to the Admission Rules to address requirements relevant to English language proficiency as required under the Law Admissions Consultancy Committee's (LACC) Uniform Principles (Admission Guidelines Number 3 issued under Rule 9AA(1)(c) of the Admission Rules), however at the time of this report those amendments remain under consideration. As part of this process, a new form and amendment of a current form have been created.

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

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

*Review and amend documents required for statutory compliance at a high level and in a timely manner*

The Board continues to review documents required as part of its statutory compliance as and when required. During the reporting period, in particular the Board reviewed and amended its strategic plan and developed an operational plan.

### **Strategic Objective 3 –**

#### ***Climate change: reduce contribution by ensuring efficient use of resources***

##### ***Efficient and effective use of material resources***

The Board continues to circulate material accompanying agenda papers to Board members through Own Cloud software. It is anticipated that the Board will procure iPads or tablets for each Board member for the distribution of agenda papers and circulated material. Progress of this initiative has been delayed due to work loads and the need to formulate a procurement proposal. It is anticipated this initiative will be progressed in the financial year 2021/2022.

Due to the COVID-19 pandemic, procedures for the submission of documents by applicants seeking admission have continued electronically to facilitate the admission process, ensure applications continue to be considered by the Board, and ensure the safety of applicants seeking admission. All recommendations by the Board for each application for admission continues to be made to the Supreme Court in accordance with the Board's statutory

obligations. All other applications received for the Board's consideration are also received electronically with any determination being provided electronically to relevant applicants.

The Board's BPoint facility implemented in early May 2020 for the receipt of fees payable by applicants has greatly improved efficiency and continues to be used.

*Yearly review, update and publication of the Queensland Lawyers' Companion (QLC) ensuring cost effectiveness and efficient use of materials to reduce contribution to climate change*

With the valuable and ongoing assistance of the Editorial Board chaired by The Honourable Justice Martin Daubney AM, the Board continues to review, prepare and publish its QLC which provides a valuable and informative publication for newly admitted practitioners to consult as they enter the profession. The Board's QLC is also a meaningful memento, provided to applicants free of charge, to mark commencement of an applicant's professional legal career.

#### **Strategic Objective 4 –**

***Improve education and training regulations and standards within legal education: engage Queenslanders in education, training and work, ensuring the employability of legal professionals, and create jobs by encouraging overseas applicants to complete assessment requirements in Queensland***

*Improve regulation and standards of legal education*

Where appropriate, the Board continues to apply the LACC *Accreditation Standards for Australian Law courses* (the Accreditation Standards) as a guide when reviewing law courses in Queensland. The Board's application of the Accreditation Standards is limited due to restrictions of the Board's powers under the Admission Rules. In the future, the Board intends developing protocols and procedures for use with the Accreditation Standards.

The Board collaborates and engages extensively with law schools and PLT providers within Queensland to ensure applicants seeking admission complete the academic and practical legal training requirements necessary for admission to the legal profession.

The Board continues to maintain the National Register of Approved Academic Qualifications detailing academic law courses approved by interstate admitting authorities and offered within each jurisdiction in Australia. The Register is used by admitting authorities nationally to share information as to corresponding law courses and programs, and assists to determine corresponding courses offered by interstate tertiary institutions.

*Create jobs by encouraging overseas applicants to complete additional studies in Queensland*

The Board continues to assess applicant legal qualifications completed overseas, or overseas practical legal training and experience in practice. Applicants are routinely provided with information to contact Queensland tertiary institutions and PLT providers in order to supplement their training in accordance with any assessment.

Ms Sarah Moore and Ms Tessa McLean continued to form the Board OQAC during the reporting period.

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

- Publication Scheme;
- Disclosure Log;
- Administrative Access and Amending Personal Information Scheme;
- Complaints Management Procedure;
- Privacy Statement;
- Standards of Conduct under the PSEA;
- Public Interest Disclosure Policy under the PIDA;
- Annual Reports from 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 including in particular increases to the numbers of applicants seeking admission and the increasing complexity of applications required to be considered by the Board to ensure the integrity of those entering the profession. Other risks relate to the number of staff providing support to the Board. Workloads continue to require significant prioritisation particularly during periods when the Board is receiving large numbers of admission applications.

During the reporting period, the Board's staffing requirements remained unchanged with an experienced legal practitioner assisting with the volume and complexity of admission applications, applications for early consideration of suitability, etc.

Additional potential risks exist in respect of the Board's project portfolio including, for example, implementing an online admission portal remained on hold during the reporting period pending development of an independent website hosted by QLS as well as the appropriateness and costings relating to the project. Potential difficulties exist in identifying contributors to the Board's QLC which may result in complications with future publication.

Due to the Board's workload which was also impacted by the COVID-19 pandemic, the Board was unable to review its Risk Management Plan and Register during the reporting period. Further reviews of the plan and register will be undertaken 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 the reporting period.

### **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 2019 – 2023.

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

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

There were eight ordinary Board meetings during 2020/2021. The eight ordinary meetings were held in conjunction with the eight corresponding admission ceremonies held in Brisbane throughout the year.

During the course of its meetings, the Board considered approximately 1216 applications for admission that were heard in Brisbane as well as 103 applications which were heard regionally, all such applications being heard appropriately in Rockhampton, Townsville or Cairns.

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

- four (4) domestic Mutual Recognition (MRA) applications;
- 10 Trans-Tasman Mutual Recognition (TTMRA) applications;
- 15 applications for early consideration of suitability;
- 74 requests for assessment or reassessment by the Board of overseas academic qualifications;
- 26 requests for assessment or reassessment by the Board of overseas PLT and experience in practice;
- 25 applications to register under the supervised traineeship scheme;
- three cancellation of registration as a supervised trainee; and
- 27 other requests by, for example, overseas law graduates or practitioners seeking an extension of time to complete additional academic qualifications or practical legal training requirements, or an exemption from the requirement to complete the International English Language Testing System (IELTS) testing requirement, various requests from universities and/or PLT providers for

approval to amend or change courses, change a method of invigilation, add additional dual degree programs, or offer alternatives to student workplace experiences, a request by a previously admitted legal practitioner regarding non-disclosure of a suitability matter, certain changes to the Board's meeting operations, consideration of matters being considered by the Legal Services Commission and LACC, and various matters relating to corporate governance issues.

### ***Flying minutes***

The Board also considered a total of 20 flying minutes throughout the year mainly involving:

- ongoing consideration of applications for admission in Brisbane (seven applications);
- applications for admission in regional centres (65 applications);
- applications for admission under TTMRA (five applications);
- applications for admission under MRA (four applications);
- approval of applications for assessment of overseas academic qualifications (four applications);
- approval of applications for assessment of PLT and experience in practice (two applications); and
- matters pertaining to statutory governance, approval of the Board's service level agreement with the Queensland Law Society, reviews of fees and charges for 2021/2022 by the Department of Justice and Attorney-General, and consideration of an application in respect of costs.

## **Governance – organisational structure and management**

### **Organisational structure – Board members**

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

During 2020/2021, the members of the Board were:

- 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 2020/2021, Mr Greg Moroney, Chair of the Board, continued in his position as the Queensland State representative of LACC. Mr Moroney attended three LACC meetings during the year; on 3 September 2020 and 18 February 2021 by teleconference due to COVID-19 pandemic travel restrictions and on 10 June 2021 in person in Sydney. The overall cost of Mr Moroney's attendance at the LACC meetings was approximately \$2,441.98.

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

## **Stakeholders**

The Board's stakeholders are:

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

## **Executive management**

### ***Secretary: Ms Melissa Timmins***

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



The Secretary also:

- assists the Board in administering the statutory requirements of corporate governance (including the Board's strategic and operational planning, 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 law graduates and qualified lawyers under Admission Guidelines 3 of the Admission Rules and manages the Board's Overseas Qualifications Assessment Committee (OQAC);
- coordinates the assessment of, and assists to review and reconcile, local law and PLT programs submitted by local law schools and PLT providers in accordance with the requirements for admission as recommended by the LACC and set out in Admission Guidelines 1 and 2 of the Admission Rules;
- manages the process for all Board meetings including:
  - preparation and distribution of submissions, agendas and minutes in a timely and accurate manner to ensure the Board has all information required to make its decisions; and
  - ensure all meeting records are kept in compliance with appropriate statutory legislation;
- manages and oversees the preparation of written agendas for all admission applications and oversees and supervises preparation of written extracts for inclusion in the agenda regarding applications for early consideration of suitability and all complicated admission applications;
- guides, assists, oversees and supervises the guidance of, and advice given to, all applicants for admission to the legal profession;
- oversees and supervises any guidance and assistance given to applicants seeking early consideration of suitability and/or applicants who have submitted a complicated application for admission;
- as the Board's delegate, determines applications by law students for early commencement of their PLT;
- oversees and maintains the supervised traineeship scheme in Queensland and provides guidance and assistance to law firms seeking to register law graduates as supervised trainees;
- prepares, oversees and supervises the preparation of briefs for, and where

required, instructs Counsel and/or solicitors engaged by the Board, and/or prepares submissions, to the Court of Appeal and appears on behalf of the Board before the Court of Appeal and Tribunals;

- considers issues raised by LACC and advises, briefs and instructs the Chair of the Board, the Queensland representative on LACC, in relation to all matters, agendas and minutes under consideration by LACC on a national basis;
- assists the Board in reviewing and preparing policy requirements for national and international applicants for admission and related projects, and ensures they are adhered to;
- supervises and oversees management of, and contributes to, the Board's projects including the online admission initiative, the preparation of the QLC and the Wellness and Resilience program;
- acts as the Board's Queensland Representative to the National Review of the College of Law PLT program;
- trains, mentors and supervises QLS staff assigned to the Board's Secretariat.

### ***Staff:***

#### *Full-time*

- Ms Taylah Thomson, Administrative Assistant (1 July 2020 – 30 June 2021)
- Ms Amy Whinn, Admissions Assistant (1 July 2020 – 30 June 2021)

#### *Part time fixed term contract*

- Ms Monica Dunn, Solicitor, Admissions Coordinator (1 July 2020 – 30 June 2021)

Ms Dunn and Ms Whinn assisted 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 Thomson provides administrative assistance to the Board's staff.

Staff performing functions for the Board continue to assist with the Board's COVID-19 pandemic response in a range of ways including by continuing to deliver essential services for the Board in response to emerging needs, and by optimizing flexible and remote working arrangements.

#### *Casual contractors*

- Ms Jennifer Sheean, Barrister and Local Law Program Assessor (ongoing);
- Ms Sarah Moore, Solicitor and Overseas assessor (ongoing);
- Ms Tessa McLean, Solicitor and Overseas assessor (ongoing).

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 Admission Guidelines 1 and 2 issued under Rule 9AA(1)(a) and (b) of the Admission Rules.

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

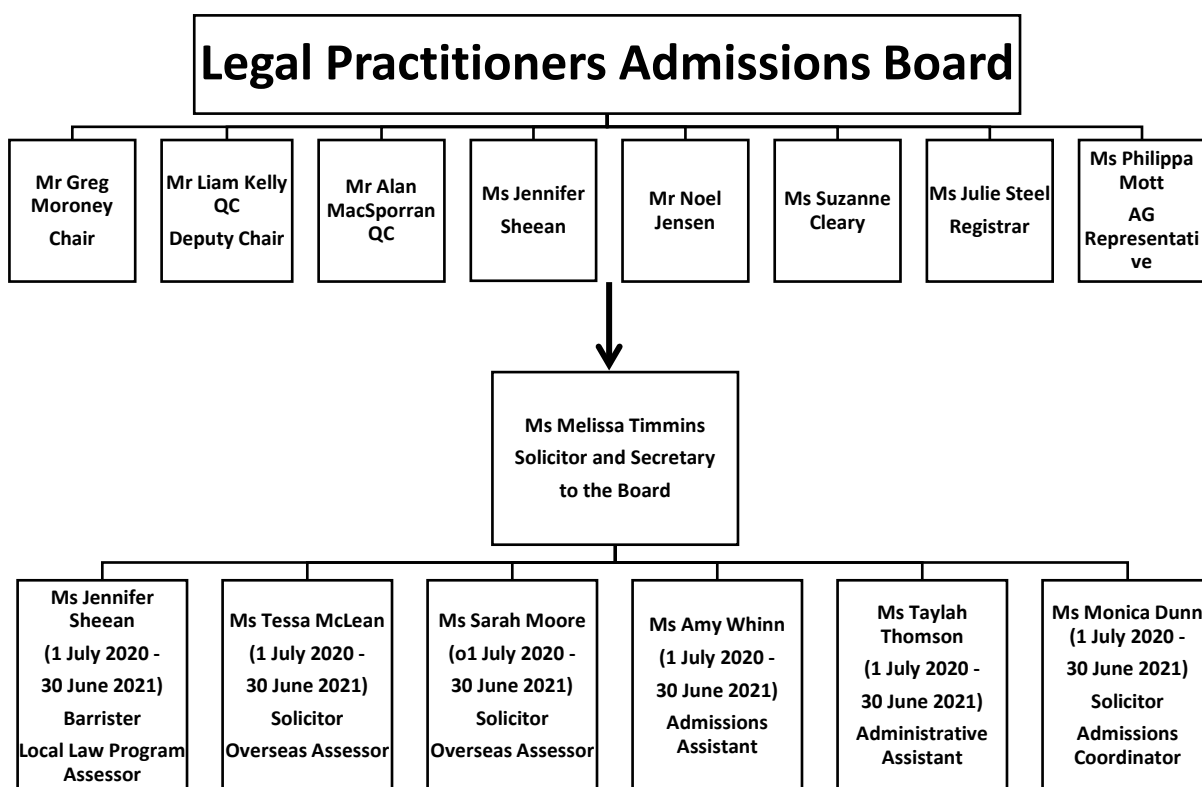


Figure 1: Legal Practitioners Admissions Board Organisational structure

## Committees

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

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

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

The OQAC considered 74 applications for assessment or reassessment of academic qualification and 26 applications for assessment or reassessment of PLT and experience in practice. Each assessment or reassessment cost the Board \$120 (plus GST) such amount being divided equally between the two assessors who undertook each assessment or reassessment.

### ***Public Sector Ethics Act 1994 (PSEA)***

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

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

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

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

### ***Human Rights Act 2019 (HRA)***

During the reporting period, the Board did not undertake any actions to further the objects of the HRA. The Board's values include respect consistent with the objects of the HRA. During 2021/2022 financial year, the Board will review its strategic and operational plans to incorporate statements consistent with the Government's commitment to protect and promote human rights and help build a culture in accordance with the objectives of the HRA.

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

### **Non-financial agency service areas and standards**

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

## **Eligibility issues**

### **Academic programs**

The Board considered the following academic programs:

- April 2020 to October 2020 – consideration of a new law program to be offered by the Australian Catholic University (ACU) from 2021;
- June 2020 to October 2020 – consideration of a proposal by the University of Southern Queensland (USQ) to offer the area of knowledge Criminal Law and Procedure as one course to commence from semester 2 of 2020;
- August 2020 to October 2020 – approval of a proposal by James Cook University (JCU) to introduce a new dual degree Bachelor of Commerce/Bachelor of Laws program;
- October 2020 to March 2021 – a request by the University of the Sunshine Coast to remove an introductory Communications and Thought (non-Priestley 11) course from the law program;
- February 2021 to May 2021 – consideration of a proposal by the ACU to introduce a new dual degree Bachelor of Arts (Western Civilisation)/Bachelor of Laws program and rework the Bachelor of Biomedical Science component of the dual degree Bachelor of Biomedical Science/Bachelor of Laws program;
- February 2021 to May 2021 - consideration of proposed replacement by Griffith University of the undergraduate course for the area of knowledge Ethics and Professional Responsibility with the postgraduate course taught within the Juris Doctor program rather than offering both courses separately;
- March to May 2021 – consideration of proposed changes to the JCU method of examination invigilation in regional areas where invigilators are unavailable;
- April 2021 to ongoing – consideration of a proposal by JCU to offer the law program over trimesters.

### **Practical legal training programs**

During the reporting period, from February 2021 to June 2021, the Board considered a proposal for approval by Leo Cussen Centre for Law (LCCL) to commence a new PLT in Queensland from July 2021.

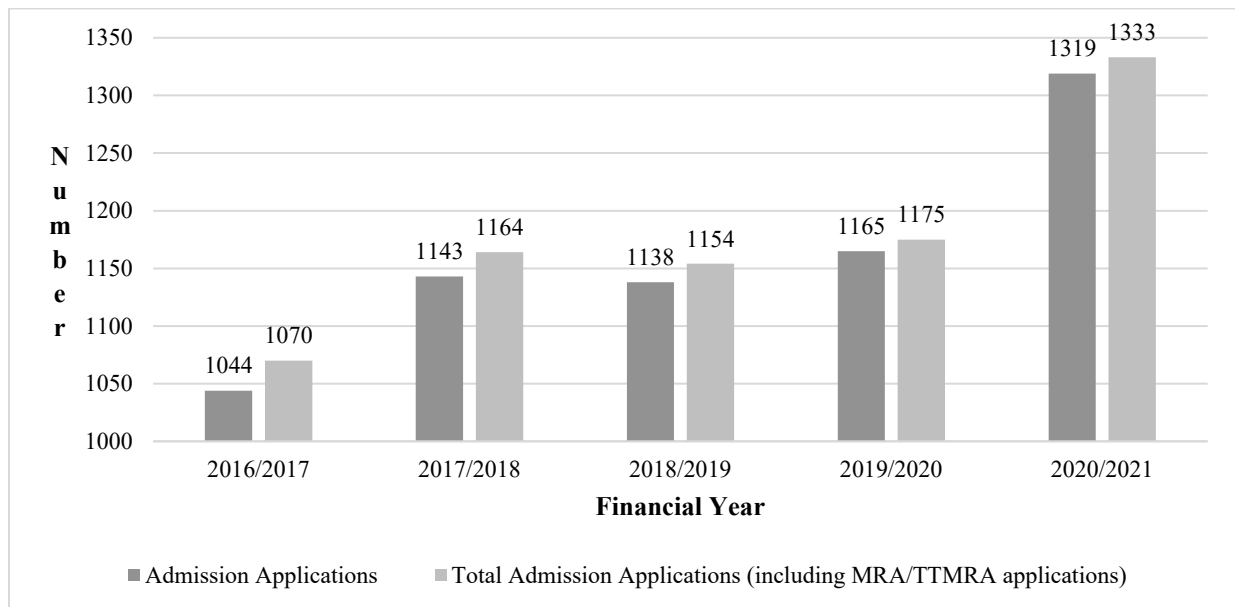
### **Supervised traineeship scheme**

The Board considered 25 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 a trainee.

## Suitability issues

### Admission applications

The Board considered approximately 1,319 applications for admission, those applications being listed in either Brisbane or one of the regional centres (Rockhampton, Townsville or Cairns). In certain instances, the Board considered some applications on more than one occasion following the applicant providing to the Board additional information independently or in response to a request from the Board. The following graph presents the number of applications considered by the Board over the past five financial years:



Graph 1: Admission applications - previous five financial years

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

- recommending approximately 1,378 applicants;
- recommending approximately 68 applicants on condition the applicants seek an exemption from the Supreme Court in respect of an eligibility matter or draw relevant suitability matters to the attention of the Court as part of their applications or because the Court was previously seized of the application; such applications requiring the Board to prepare written submissions to the Court. Of these applications, 63 were successful, three were adjourned to a date to be fixed, one was remitted to the trial division and is yet to be relisted, and one was withdrawn;
- not to recommend approximately ten applications on the basis the applicants were ineligible or unsuitable for admission; two of these applications were ultimately successful with all other applications remaining adjourned to a future date to be fixed when the applicant chooses to proceed.

In addition to the ‘local’ admission applications, the Board considered 14 applications for admission lodged under the domestic MRA or the TTMRA.

Variances in the above figures and the statistical data in Appendix 4 occur due to differences in the number of applications considered by the Board as opposed to the number of actual applications listed before the Court, the timing of Board meetings compared to admission dates at the beginning and end of each financial year, and consideration of applications by the Board on more than one occasion, for example, where an applicant adjourns their application on one or, in some cases, multiple occasions, etc.

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

The Board received ten applications and considered 15 applications for early consideration of suitability, some of the ten applications being considered on more than one occasion. Of the applications, the Board made declarations in relation to five applications, advising three of the applicants that they would be required to disclose their suitability matters to the Court at the time of applying for admission.

Of the remaining five applications, one application was refused by the Board but remains under consideration pending the provision of further information by the applicant. The Board refused to make declarations in relation to four applications. Of the four applications in which the Board refused to make declarations, one applicant has since made and been successful in an application to be admitted and one has applied for admission, that application currently being in abeyance pending further investigation; the other two applicants have not made any further applications at this stage.

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

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

The Board received approximately 71 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
Argentina	1
Brazil	6
Canada	1
Columbia	1
Egypt	1
Fiji	3

Hong Kong	2
India	7
Iran	1
Ireland	1
Japan	1
Lebanon	1
Malaysia	1
Pakistan	1
Scotland	1
Sri Lanka	3
South Africa	7
United Kingdom	30
United States of America	2
<b>TOTAL</b>	<b>71</b>

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

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

Jurisdiction	Number of applications
Argentina	1
Brazil	1
Canada	4
Hong Kong	2
India	1
Ireland	1
Japan	1
Kenya	1
Papua New Guinea	1
South Africa	4
Sri Lanka	1
United Kingdom	5
United States of America	2
<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 15 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 2020/2021 was as follows:

Item	2020/2021 Budget	2020/2021 Actual	Variance
<b>INCOME</b>			
Admission Revenue	\$706,673	\$868,904	\$162,231
Mutual Recognition Revenue	\$7,706	\$9,638	\$1,932
Other (Sundry) Income	\$26,943	\$24,486	(\$2,457)
<b>TOTAL</b>	<b>\$741,322</b>	<b>\$903,028</b>	<b>\$161,706</b>
<b>EXPENDITURE</b>			
Employee expenses (incl on costs)	\$402,148	\$376,358	\$25,790
Professional Consulting/Legal Fees	\$137,780	\$214,407	(\$76,627)
Management fees	\$36,792	\$55,531	(\$18,739)
Projects, Printing and Stationery	\$85,587	\$39,071	\$46,516
Audit fees	\$10,587	\$10,400	\$187
Other expenses	\$65,835	\$18,143	\$47,692
<b>TOTAL</b>	<b>\$728,177</b>	<b>\$713,910</b>	<b>\$14,267</b>
<b>OPERATING SURPLUS/DEFICIT</b>	<b>\$13,144</b>	<b>\$189,118</b>	<b>\$175,974</b>

Table 3: 2020/2021 Financial performance

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

At the time of preparing the Board's 2020/2021 budget, it was estimated the Board would receive approximately 1,112 applications for admission and applications under both the domestic and Trans-tasman mutual recognition schemes. The potential effect of the COVID-19 pandemic was unknown at that time, however it was anticipated that the pandemic may have a significant effect on the number of applications received by the Board particularly due to border restrictions. This appears not to have been the case; at the end of the financial year, the Board had received more applications than originally anticipated receiving 1,333 applications throughout the year. It should be noted that, as with previous years, the number of applications considered tends to be more than the number of applications actually received as the Board considers some applications on more than one occasion, however an applicant is only required to pay the application fee once. In addition, some discrepancies arise as a result of applications and fees being received at inconsistent times, at the end of the previous reporting period and the beginning of the next reporting period.

Employee expenses (including on costs) were significantly less than anticipated at the time the 2020/2021 budget was prepared. This was predominantly due to staff not receiving pay increases at the end of June 2020.

Professional consultancy fees (including payments to the Board's local overseas assessors, law course assessor) and legal fees were significantly more than anticipated for the financial year. Legal fees related to the Board briefing Counsel and/or solicitors to appear on behalf of the Board in respect of six applications for admission and one application for readmission. There is no way of knowing how many applications will be opposed or referred by the Court for determination of facts.

For the reporting period, the Board's project, printing and stationery costs were also significantly less than budgetary estimates. Costs associated with publishing the 2021 QLC were approximately \$39,995. Additional costs were budgeted for the Board's online admission solution but was not expended.

## **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 governance**

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) Records Governance Policy (v1.0.2 issued April 2019).

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

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

**Governance – human resources****Workforce planning, attraction, developing and retention**

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

The Secretary to the Board has been in her current role for 18½ years.

The roles of Admissions Coordinator and Admissions Assistant were held during the reporting period by a part time staff member (.75) and a full time staff member (1.0) respectively, both staff members commencing in July 2019. The Board's Junior Administrative Assistant has remained in her current position on a part time basis (0.66) until October 2020, and then on a full time basis (1.0). She has remained in the position for 2 years and 3 months.

In the reporting period, the Board's employment rates reflect a 0 per cent permanent separation rate in the staff providing Secretariat and administrative support to the Board.

The Board's local law and PLT program assessors remained in their roles throughout the reporting period. At present, the QLS contracts three casual external legal practitioners; two of the external legal practitioners perform the assessments and reassessments of overseas academic and PLT and experience in practice applications. The other external legal practitioner 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, and Queensland Language Services Policy, 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**

15 September 2021

## Glossary

### Organisations

<b>AALAA</b>	Administrators of Australian Law Admitting Authorities
<b>ACU</b>	Australian Catholic University
<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 (Qld)
<b>CQU</b>	Central Queensland University
<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>LCCL</b>	Leo Cussen Centre for Law
<b>LSC</b>	Legal Services Council and Commissioner for Uniform Legal Services Regulation
<b>MCF</b>	Minds Count Foundation (previously the Tristan Jepson Memorial Foundation)
<b>OQAC</b>	Overseas Qualifications Assessment Committee
<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>USC</b>	University of the Sunshine Coast
<b>USQ</b>	University of Southern Queensland

<b>UQ</b>	University of Queensland
<b>VLAB</b>	Victorian Legal Admissions Board
<b>Statutory instruments</b>	
<b>Act</b>	<i>Legal Profession Act 2007 (Qld)</i>
<b>FAA</b>	<i>Financial Accountability Act 2009 (Qld)</i>
<b>FPMS</b>	<i>Financial and Performance Management Standard 2019 (Qld)</i>
<b>HRA</b>	<i>Human Rights Act 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>
<b>General</b>	
<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>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>

**Uniform Principles**

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

## **Appendices**

### **Appendix 1      Compliance checklist**

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

### **Appendix 3      Audited 2020/2021 financial statements**

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

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

### **Appendix 4      Statistical data 2020/2021**



## **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      2020/2021 financial performance**

# ATTACHMENT B – Compliance Checklist

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	lii – iv 24
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	ii
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	ii
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4	ii
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	ii
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10	1
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community and whole-of-government plans/specific initiatives</li> </ul>	ARRs – section 11.1	3
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.2	3
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.3	Not applicable
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	19
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	10
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	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</li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	15
	<ul style="list-style-type: none"> <li>Human Rights</li> </ul>	<i>Human Rights Act 2019</i> ARRs – section 13.5	15
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 13.6	Not applicable
Governance – risk management and accountability	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 14.1	21
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 14.2	21
	<ul style="list-style-type: none"> <li>Internal audit</li> </ul>	ARRs – section 14.3	21
	<ul style="list-style-type: none"> <li>External scrutiny</li> </ul>	ARRs – section 14.4	21
	<ul style="list-style-type: none"> <li>Information systems and recordkeeping</li> </ul>	ARRs – section 14.5	21
	<ul style="list-style-type: none"> <li>Information Security attestation</li> </ul>	ARRs – section 14.6	Not applicable

Summary of requirement		Basis for requirement	Annual report reference
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	22
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	22
Open Data	• Statement advising publication of information	ARRs – section 16	23
	• Consultancies	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	• Overseas travel	ARRs – section 33.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	• Queensland Language Services Policy	ARRs – section 33.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Appendix 3
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Appendix 3

FAA *Financial Accountability Act 2009*  
 FPMS *Financial and Performance Management Standard 2019*  
 ARRs *Annual report requirements for Queensland Government agencies*

**Reporting template for Annual report requirements for Queensland Government agencies for the 2020–21 reporting period – Section 13.3 Government bodies (statutory bodies and other entities)**

<b>Name of Government body</b> Legal Practitioners Admission Board					
Act or instrument	Legal Profession Act 2007 (Qld)				
Functions	<p>The Board's primary role is to assist the Supreme Court by making a recommendation about each application for admission as a lawyer in Queensland y considering whether an application is made under the Rules, whether an applicant is eligible and suitable for admission, and whether there are other matters the Supreme Court may consider relevant to the application.</p> <p>The Board's other functions include:</p> <ul style="list-style-type: none"> <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 the content of the Annual Report 2020 – 2021 at pages 3 to 8, 9 to 10, and 15 to 19				
Financial reporting	Transactions of the Legal Practitioners Admissions Board are audited on an annual basis by the Queensland Audit Office and are accounted for in the Annual Financial Statements (2020 – 2021). Reporting also provided in 2020 – 2021 Annual Report at pages 19 to 21.				
<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)	8	Nil	N/A	Nil
Deputy Chair	Mr Liam Kelly QC	5	Nil	N/A	Nil
Board member	Mr Alan MacSporran QC	6	Nil	N/A	Nil
Board member	Ms Jennifer Sheean	8	Nil	N/A	Nil
Board member	Mr Noel Jensen	8	Nil	N/A	Nil
Board member	Ms Suzanne Cleary	5	Nil	N/A	Nil
Board member	Ms Philippa Mott	2	Nil	N/A	Nil
Board member	Ms Julie Steel	5	Nil	N/A	Nil
No. scheduled meetings/sessions	8				
Total out of pocket expenses	Nil				

Name of Government body Law Admissions Consultative Committee					
Act or instrument	Nil				
Functions	To oversee and prescribe admission requirements relevant to admission for admitting authorities within Australia.				
Achievements	Unknown				
Financial reporting	Unknown				
Remuneration					
Position	Name	Meetings/sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
Member	Mr Greg Moroney	3 (one in person; two by teleconference)	Nil	N/A	Nil
No. scheduled meetings/sessions	3				
Total out of pocket expenses	\$2,441.98				

# **LEGAL PRACTITIONERS ADMISSIONS BOARD**

## **Financial Report For the year ended 30 June 2021**

# Legal Practitioners Admissions Board

## Financial Report

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**Legal Practitioners Admissions Board**  
**Statement of Comprehensive Income**  
For the year ended 30 June 2021

		2021	2020
	Notes	\$	\$
<b>Revenue</b>			
Admission revenue	B1	878,542	728,583
Other revenues	B1	24,486	42,016
<b>Total revenue</b>		<b>903,028</b>	<b>770,599</b>
<b>Expenses</b>			
Administration expenses	B2-1	647,979	526,847
Management fees paid to Queensland Law Society Incorporated		55,531	50,461
Audit fees	B2-2	10,400	10,850
<b>Total expenses</b>		<b>713,910</b>	<b>588,158</b>
<b>Operating result for the year</b>		<b>189,118</b>	<b>182,441</b>
Other comprehensive income		-	-
<b>Total comprehensive income for the year</b>		<b>189,118</b>	<b>182,441</b>

The accompanying notes form part of these statements.



**Legal Practitioners Admissions Board**  
**Statement of Financial Position**  
**As at 30 June 2021**

	Notes	2021 \$	2020 \$
<b>Current assets</b>			
Cash and cash equivalents	C1	2,120,367	1,931,309
Receivables	C3	1,695	1,088
<b>Total current assets</b>		<b>2,122,062</b>	<b>1,932,397</b>
<b>Total assets</b>		<b>2,122,062</b>	<b>1,932,397</b>
<b>Current liabilities</b>			
Payables	C4	52,031	51,484
<b>Total current liabilities</b>		<b>52,031</b>	<b>51,484</b>
<b>Total liabilities</b>		<b>52,031</b>	<b>51,484</b>
<b>Net assets</b>		<b>2,070,031</b>	<b>1,880,913</b>
<b>Equity</b>			
Accumulated surplus		2,070,031	1,880,913
<b>Total equity</b>		<b>2,070,031</b>	<b>1,880,913</b>

The accompanying notes form part of these statements.

**Legal Practitioners Admissions Board**  
**Statement of Changes in Equity**  
For the year ended 30 June 2021

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	2021	2020
	\$	\$
<b>Accumulated surplus</b>		
<b>Balance at 1 July</b>	1,880,913	1,698,472
Total comprehensive income for the year	189,118	182,441
<b>Balance at 30 June</b>	<b>2,070,031</b>	<b>1,880,913</b>

The accompanying notes form part of these statements.

**Legal Practitioners Admissions Board**  
**Statement of Cash Flows**  
For the year ended 30 June 2021

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		<b>2021</b>	<b>2020</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		897,442	751,762
Administration expenses and other payments		(714,885)	(550,194)
Interest receipts		6,501	19,329
<b>Net cash generated from operating activities</b>	<b>C1</b>	<b>189,058</b>	<b>220,897</b>
<b>Net increase in cash and cash equivalents held</b>		<b>189,058</b>	<b>220,897</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>		<b>1,931,309</b>	<b>1,710,412</b>
<b>Cash and cash equivalents at the end of the financial year</b>	<b>C1</b>	<b>2,120,367</b>	<b>1,931,309</b>

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 39 of the *Financial and Performance Management Standard 2019*. The financial statements comply with Queensland Treasury's Minimum Reporting Requirements for reporting periods beginning on or after 1 July 2020.

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 2019-20 financial statements.

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

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

## **A2 THE BOARD'S OBJECTIVES**

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

## **A3 AUTHORISATION OF FINANCIAL STATEMENTS FOR ISSUE**

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



**Legal Practitioners Admissions Board**  
**Notes to the Financial Statements**  
For the year ended 30 June 2021

## **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.

	2021	2020
	\$	\$
<b>Admission Revenue</b>		
Admission application fee	868,904	723,519
Admission application fee – mutual recognition	9,638	5,064
	<b>878,542</b>	<b>728,583</b>
<b>Other Revenues</b>		
Registration of traineeship	1,662	2,520
Approval of overseas academic and practical legal training	15,960	18,217
Interest income	6,501	19,329
Sundry income	363	1,950
	<b>24,486</b>	<b>42,016</b>
<b>Total revenue</b>	<b>903,028</b>	<b>770,599</b>

## **B2 EXPENSES**

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

	2021	2020
	\$	\$
Employee expenses	376,358	379,129
Professional fees	214,407	85,507
Printing and stationery	39,071	34,949
Other expenses	18,143	27,262
<b>Total administration expenses</b>	<b>647,979</b>	<b>526,847</b>

#### **Accounting policy – employee expenses**

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

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

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

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

**Legal Practitioners Admissions Board**  
**Notes to the Financial Statements**  
For the year ended 30 June 2021

**B2 EXPENSES (continued)**

**B2-2 AUDIT FEES**

Total audit fees paid or payable to the Queensland Audit Office to perform an audit of the Board's transactions for 2020-21 are \$10,400 (2020: \$10,400). There are no non-audit services included in this amount.

	2021	2020
	\$	\$
Audit fees	10,400	10,850
<b>Total audit fees</b>	<b>10,400</b>	<b>10,850</b>

**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.

	2021	2020
	\$	\$
Cash at bank and on hand	17,474	10,964
Cash deposit account	2,102,893	1,920,345
<b>Total cash and cash equivalents</b>	<b>2,120,367</b>	<b>1,931,309</b>

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

	2021	2020
	\$	\$
Operating result for the year	189,118	182,441
<b>Changes in assets and liabilities:</b>		
(Increase)/decrease in receivables	(607)	4,551
(Decrease)/increase in payables	547	33,905
<b>Net cash generated from operating activities</b>	<b>189,058</b>	<b>220,897</b>



# Legal Practitioners Admissions Board

## Notes to the Financial Statements

For the year ended 30 June 2021

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### C2 FINANCIAL INSTRUMENTS

#### Recognition

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

#### Classification

Financial instruments are classified as follows:

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

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

#### Liquidity risk

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

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

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

### C3 RECEIVABLES

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

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

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

	2021	2020
	\$	\$
Prepayments and other receivables	1,695	455
Queensland Law Society Incorporated	-	633
<b>Total receivables</b>	<b>1,695</b>	<b>1,088</b>

### C4 PAYABLES

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

	2021	2020
	\$	\$
Trade creditors	40,619	41,084
Other payables	11,412	10,400
<b>Total payables</b>	<b>52,031</b>	<b>51,484</b>

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

There were no known contingent liabilities at 30 June 2021. 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 2021

### 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 2020* (FRR) (Queensland Treasury, April 2020), consistent with additional guidance included in the revised version of AASB 124 *Related Party Disclosures*.

The following details for key management personnel include those positions that had authority and responsibility for planning, directing and controlling the activities of the Board during 2020-21. The role of Chair and Deputy Chair are supported by the appointed board members.

Position	Position Responsibility
<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.

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 Julie Steel	01/07/2007	Current
Board Member	Ms Suzanne Cleary	01/07/2018	30/06/2021
Board Member	Ms Philippa Mott	04/03/2021	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 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 2021**

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## **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.

	2021	2020
	\$	\$
<b>Professional fees paid to a firm of which a board member is a KMP:</b>		
- Bennett & Philp Pty Ltd	99,024	18,144
- Jensen & Co	20,414	450
- Jennifer Sheean	9,909	13,924
- Greg Moroney	2,617	8,383
<b>Total related party transactions</b>	<b>131,964</b>	<b>40,901</b>

## **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 2020-21.

### **Accounting standards early adopted**

No Australian Accounting Standards have been early adopted for 2020-21.

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

No Australian accounting standards or interpretations that apply for the first time during 2020-21 had any impact on the Board.

## **E4 TAXATION**

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

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

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

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

**Legal Practitioners Admissions Board**  
**Management Certificate**  
**For the year ended 30 June 2021**

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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 39 of the *Financial and Performance Management Standard 2019* and other prescribed requirements. In accordance with section 62(1)(b) of the Act we certify that in our opinion:

- a. the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects;
- b. the financial statements have been drawn up so as to present a true and fair view, in accordance with the prescribed accounting standards, of the transactions of the Legal Practitioners Admissions Board for the financial year ended 30 June 2021 and of the financial position of the Board as at the end of that year.

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



Chairperson  
Greg Moroney



Deputy Chairperson  
Liam Kelly QC

26/8/2021

26/8/2021



## 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 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 2021, and its financial performance and cash flows for the year then ended
- b) complies with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2021, 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 Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

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

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

#### Responsibilities of the entity for the financial report

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

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

## **Auditor's responsibilities for the audit of the financial report**

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

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

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances. This is not done for the purpose of expressing an opinion on the effectiveness of the entity's internal controls, but allows me to express an opinion on compliance with prescribed requirements.
- 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**

### **Statement**

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2021:

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

### **Prescribed requirements scope**

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



Lisa Fraser  
as delegate of the Auditor-General

31 August 2021

Queensland Audit Office  
Brisbane

**1 JULY 2020 TO 30 JUNE 2021  
LEGAL PRACTITIONERS**

	BRISBANE													CAIRNS										ROCKHAMPTON										TOWNSVILLE													Total	TTMRA	MRA	Total
	DLP													DLP										DLP										DLP																
	Abs	Cond	Bar	10yr	Assoc	A/C	ST	Other	COLQ	Bond	QUT	Grif	ANU	10yr	Assoc	A/C	ST	Bar	Other	COLQ	Bond	QUT	Grif	10yr	Assoc	A/C	ST	Bar	Other	COLQ	Bond	QUT	Grif	10yr	Assoc	A/C	ST	Bar	Other	COLQ	Bond	QUT	Grif							
July							1	2	99	11	19		4							2										1															139			0		
Aug																														1									3		2		6	1	2	3				
Sept							1	2	63	9	53	0	17						2	3									1	1	1							5	2	1		161	1		1					
Oct									48	13	5		1																														67	3		3				
Nov							1	3	160	17	20	0	4																	6		1					1	5	2	2		222			0					
Dec							1	2	128	12	18	0	0					1		1	10		2														1	3					179			0				
Jan																			1	1																							2			0				
Feb							4	2	105	23	63	0	6															1	4		1						1	3		2		215			0					
March																				2																		6				8	1	2	3					
April							20	4	93	11	20	0	1																	1														150			0			
May																														3								4		1		8	2		2					
June							3	2	95	30	20	0	0							3	1										1						1	2	4				162	2		2				
Total	0	0	0	0	0	0	31	17	791	126	218	0	33	0	0	0	1	0	4	21	1	2	0	0	0	0	0	0	0	1	17	2	3	0	0	0	0	1	0	3	31	8	8	0	1319	10	4	14		
Grand Total																																												1333						