

QLS GENERAL CONTENT

Compliance checklist

Summary of requirement	Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister/s 	ARRs – section 7 4
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1 5 203
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2 3
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3 3
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4 3
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 9.5 N/A
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1 3, 7, 20-23
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 10.2, 31 and 32 N/A
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2 3, 7-19, 72-79
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3 3, 7-19, 24-92
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1 N/A
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2 N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3 3, 7-19, 24-92
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4 3, 7-19, 24-92
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1 91-92
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1 72-75, 77-79
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2 72-75, 77-79
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3 3
	<ul style="list-style-type: none"> Public Sector Ethics 	Public Sector Ethics Act 1994 ARRs – section 13.4 75

Summary of requirement		Basis for requirement	Annual report reference
	• Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	31, 62
	• Queensland public service values	ARRs – section 13.6	N/A
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	72 - 75
	• Audit committee	ARRs – section 14.2	72 - 75
	• Internal audit	ARRs – section 14.3	73
	• External scrutiny	ARRs – section 14.4	146-148, 166-167, 181-182, 199-200
	• Information systems and recordkeeping	ARRs – section 14.5	76
	• Strategic workforce planning and performance	ARRs – section 15.1	61-63
Governance – human resources	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	61-63
Open Data	• Statement advising publication of information	ARRs – section 16	https://data.qld.gov.au
	• Consultancies	ARRs – section 33.1	https://data.qld.gov.au
	• Overseas travel	ARRs – section 33.2	https://data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 33.3	<u>N/A</u>
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	145, 165, 180, 198
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	146-148, 166-167, 181-182, 199-200

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*

Glossary

ADR	Alternative Dispute Resolution
ARRs	Annual report requirements for Queensland Government agencies
ASX	Australian Stock Exchange
Call to parties	Queensland Law Society's pre-election document outlining the profession's concerns and priority areas
CBD	Central business district
CEO	Chief executive officer
COVID-19	Coronavirus
CPD	Continuing professional development
Cth	Commonwealth
DLA	District Law Association
DPP	Director of Public Prosecutions
EAP	Employee Assistance Program
ECL	Early career lawyer
E-newsletter	Electronic newsletter
EVP	Employee value proposition
FRC	Finance and Risk Committee
FTE	Full-time equivalent
Guidance statements	Documents that outline Queensland Law Society's guidance on a particular subject
IP Act	<i>Information Privacy Act 2009</i>
KPI	Key performance indicator
LawCare	Counselling and wellbeing assistance program for Queensland Law Society staff and members
LawTalk	Queensland Law Society's blog (medium.com/qldlawsociety)
Lexon	Lexon Insurance Pte Ltd, a wholly-owned subsidiary company of Queensland Law Society
LPA	<i>Legal Profession Act 2007</i> (Qld)
Minds Count	Organisation promoting mental health and wellbeing in the legal profession – formerly known as the Tristan Jepson Memorial Foundation
Open rate	The number of times an email has been opened
PC	Practising certificate
PMC	Practice Management Course
Proctor	Queensland Law Society's monthly magazine
QC	Queen's Counsel
QLS	Queensland Law Society
QLS Update	Queensland Law Society's weekly e-newsletter
QLS Symposium	Queensland Law Society's annual education conference for the Queensland legal profession
QSA	Queensland State Archives
RAP	Reconciliation Action Plan
RTI Act	<i>Right to Information Act 2009</i> (Qld)

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