

# QLS GENERAL CONTENT

## Compliance checklist

Summary of requirement	Basis for requirement	Annual report reference
<b>Letter of compliance</b>	• A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7 4
<b>Accessibility</b>	• <b>Table of contents</b> • <b>Glossary</b>	ARRs – section 9.1 5 ARRs – section 9.2 203
	• <b>Public availability</b>	ARRs – section 9.2 3
	• <b>Interpreter service statement</b>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 3
	• <b>Copyright notice</b>	<i>Copyright Act 1968</i> ARRs – section 9.4 3
	• <b>Information Licensing</b>	<i>QGEA – Information Licensing</i> ARRs – section 9.5 N/A
<b>General information</b>	• <b>Introductory Information</b>	ARRs – section 10.1 3, 7, 20-23
	• <b>Machinery of Government changes</b>	ARRs – section 10.2, 31 and 32 N/A
	• <b>Agency role and main functions</b>	ARRs – section 10.2 3, 7-19, 72-79
	• <b>Operating environment</b>	ARRs – section 10.3 3, 7-19, 24-92
<b>Non-financial performance</b>	• <b>Government's objectives for the community</b>	ARRs – section 11.1 N/A
	• <b>Other whole-of-government plans / specific initiatives</b>	ARRs – section 11.2 N/A
	• <b>Agency objectives and performance indicators</b>	ARRs – section 11.3 3, 7-19, 24-92
	• <b>Agency service areas and service standards</b>	ARRs – section 11.4 3, 7-19, 24-92
<b>Financial performance</b>	• <b>Summary of financial performance</b>	ARRs – section 12.1 91-92
<b>Governance – management and structure</b>	• <b>Organisational structure</b>	ARRs – section 13.1 72-75, 77-79
	• <b>Executive management</b>	ARRs – section 13.2 72-75, 77-79
	• <b>Government bodies (statutory bodies and other entities)</b>	ARRs – section 13.3 3
	• <b>Public Sector Ethics</b>	<i>Public Sector Ethics Act 1994</i> 75 ARRs – section 13.4

Summary of requirement	Basis for requirement	Annual report reference
	<ul style="list-style-type: none"><li>Human Rights</li></ul> <p><i>Human Rights Act 2019</i> ARRs – section 13.5</p>	31, 62
	<ul style="list-style-type: none"><li>Queensland public service values</li></ul> <p>ARRs – section 13.6</p>	N/A
Governance – risk management and accountability	<ul style="list-style-type: none"><li>Risk management</li></ul>	ARRs – section 14.1
	<ul style="list-style-type: none"><li>Audit committee</li></ul>	ARRs – section 14.2
	<ul style="list-style-type: none"><li>Internal audit</li></ul>	ARRs – section 14.3
	<ul style="list-style-type: none"><li>External scrutiny</li></ul>	ARRs – section 14.4 146-148, 166-167, 181-182, 199-200
Governance – human resources	<ul style="list-style-type: none"><li>Information systems and recordkeeping</li></ul>	ARRs – section 14.5
	<ul style="list-style-type: none"><li>Strategic workforce planning and performance</li></ul>	ARRs – section 15.1
	<ul style="list-style-type: none"><li>Early retirement, redundancy and retrenchment</li></ul>	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2
Open Data	<ul style="list-style-type: none"><li>Statement advising publication of information</li></ul>	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<ul style="list-style-type: none"><li>Consultancies</li></ul>	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<ul style="list-style-type: none"><li>Overseas travel</li></ul>	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<ul style="list-style-type: none"><li>Queensland Language Services Policy</li></ul>	N/A
Financial statements	<ul style="list-style-type: none"><li>Certification of financial statements</li></ul>	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1
	<ul style="list-style-type: none"><li>Independent Auditor's Report</li></ul>	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

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

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