

Legal Practitioners Admissions Board

2023 - 2024 Annual Report

**Law Society House
Level 6, 179 Ann Street
BRISBANE QLD 4000
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30 August 2024

Public Availability of Annual Report

The Legal Practitioners Admissions Board's Annual Report 2023/2024 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:

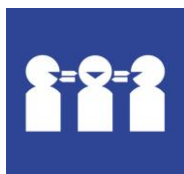
Phone: (07) 3842 5986
 Email: m.timmins@qls.com.au OR admissions@qls.com.au
 Post: GPO Box 1785, BRISBANE QLD 4001

Alternatively, the Legal Practitioners Admissions Board's Annual Report 2023/2024 is available on the Queensland Law Society website www.qls.com.au under 'Practicing Law in QLD', 'Legal Practitioners Admission Board (LPAB)' under the heading 'Qualifying as a solicitor in Qld', and 'Corporate documents'.

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

Acknowledgement of Country

The Legal Practitioners Admissions Board acknowledges Traditional Owners of Country and recognises the continuing connection to lands, waters and communities. We pay our respect to the Aboriginal and Torres Strait Islander cultures and to Elders past and present for they hold the memories, traditions, culture and hopes of Aboriginal and Torres Strait Islander peoples across Australia.



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 2023/2024.

30 August 2024

The Honourable Yvette D'Ath MP
Attorney-General and Minister for Justice
Minister for the Prevention of Domestic and Family Violence
Member for Redcliffe
GPO Box 149
BRISBANE QLD 4001

Dear Attorney

Re: Legal Practitioners Admissions Board Annual Report – 2023/2024

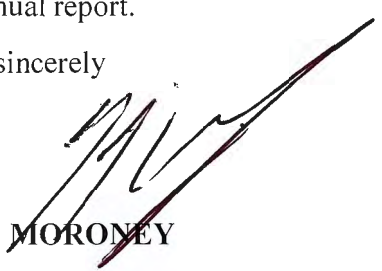
I am pleased to submit for presentation to Parliament the Annual Report 2023/2024 and financial statements for the Legal Practitioners Admissions Board.

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

30 August 2024

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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.

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);

- assessing ‘approved academic qualifications’ attained by a person and ‘approved practical legal training requirements’ completed by a person under Rules 6A, 7AA and 7B 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 6 Law Society House, 179 Ann Street, Brisbane; its secretariat and administrative support being provided by the Queensland Law Society (the QLS) in accordance with section 662 of the Act. There is a service level agreement between the Board and QLS as well as financial delegations and confidentiality agreement.

Strategic direction and contribution of agency service areas to government objectives

The Board has a strategic plan for the 2022 – 2026 period outlining the Board's aim 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 2022 – 2026 encapsulates four strategies and objectives as follows:

Objective 1: *Establish services that are easy to use through revitalised processes and deliver efficiency and cost-effectiveness through digital services while maintaining the integrity of the admission process.*

Objective 2: *Be a responsive statutory body by achieving compliance, discharging statutory obligations, and improving governance.*

Objective 3: *Protecting the environment by reducing contributions to climate change and ensuring efficient use of resources.*

Objective 4: *Improve education and training regulations and standards within legal education for local and overseas legal students and professionals, to engage Queenslanders in education and training resulting in meaningful employment and enhanced job diversity within the Queensland economy.*

The Board's strategic objectives contribute to the Queensland Government's objectives for the community.

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 –

Establish services that are easy to use through revitalised processes and deliver efficiency and cost-effectiveness through digital services while maintaining the integrity of the admission process

Review and revise information kits available to applicants seeking admission

The Board reviewed and updated its Admission Information Kits to be used by applicants seeking admission due to legislative amendments. Instructions as to the completion of each form were prepared to assist applicants, these Instructions being supplemented with a New Admission Supplement developed during the reporting period. The Instructions, and

Admission Supplement, have been published, and are amended from time to time as and when additional information is identified, or when feedback is provided by applicants or other stakeholders, or as necessary to give effect to legislative requirements and to assist applicants to comply with the requirements for seeking admission. The Instructions and Admission Supplement are comprehensive and seem to have been well received.

As needed, the Board reviews and updates the Information Kits for persons seeking:

- assessments of overseas academic qualifications and/or assessments of practical legal training and experience in the profession overseas; and
- skill assessment certificates.

Receive and process applications digitally where possible

The Board continues to receive all applications electronically allowing for digital processing.

The Board did not engage or liaise any further with an external systems consultant to re-enliven an online admission portal during the reporting period. Further work on an admission portal may be undertaken during future reporting periods, however work on the portal continues to prove challenging due to:

- differences in systems used across external organisations supporting the Board and having an involvement in the admission process;
- the ongoing need to ensure implementation of a workable system in an efficient and cost effective manner; and
- staff workloads.

As with previous reporting periods, the Board remains mindful of the need to make informed and sound decisions regarding any online admission strategy to appropriately support the Board's work efficiently and effectively, and to appropriately utilise resources to successfully achieve a solution.

Actively inform applicants seeking admission of requirements and material to be provided noting in particular processes for those with suitability issues

Significant engagement with all applicants seeking admission on an individual basis continues to ensure applicant's compliance with obligations to fulfil the admission process.

The Board has continues to receive all applications from applicants electronically and liaises extensively with applicants to obtain additional information and/or material where required either electronically or by telephone.

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 –

Be a responsive statutory body by achieving compliance, discharging statutory obligations, and improving governance

High quality review of applications for admissions received to ensure all relevant information is provided to the Board and the Court

High quality review of each application received continues. The Board receives accurate briefings to assist it to appropriately consider each application and make an informed, considered, and accurate recommendation to the Supreme Court. Recommendations made by the Board are provided to applicants and the Supreme Court in a comprehensive and timely manner.

Timeliness of Board papers and briefing on each application being considered by the Board

The Board's review of each application received is thorough and extensive, particularly in respect of applicants seeking admission to the legal profession. Where necessary, the Board seeks additional information from applicants, particularly in relation to any suitability matter disclosed by an applicant as part of their application.

All applicants continue to provide certified copies of documents relating to their completion of eligibility requirements, or alternatively applicants are required to provide direct access to documents through the My eEquals Australia official tertiary credentials digital platform. Most documents relating to an applicant's suitability for admission are required to be certified prior to submission to the Board electronically, except in circumstances where the applicant has received documentation digitally from a third party. All relevant documents and information relating to an applicant's eligibility and suitability for admission is contained in the applicant's affidavit and sworn as to the truth and authenticity.

In September 2023, amendments were made to the *Legal Profession Act 2007* (Qld) to require applicants to demonstrate appropriate English language proficiency as part of an application for admission. Incorporation of these amendments required the preparation and introduction of a new form (Form 15) to accommodate the requirements.

In May 2024, the Admission Rules were amended to extend the timeframes for the provision of documents and material relating to applications for admission. The extended timeframes have proved helpful to applicants when additional documents and material is required, as well as to the Board and Supreme Court when considering applications and have assisted to allow and ensure that appropriate and informed recommendations are made.

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 and 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.

Annual review and update of statutory compliance documents required under Queensland legislation

The Board has implemented additional processes to facilitate amendments to the Act and admission rules relating to English language proficiency and extensions to the timeframes for the provision of applications and material relevant to applications for admission.

The Board continues to review and update documents required to ensure statutory compliance on an ongoing and as needs basis.

Strategic Objective 3 –

Protecting the environment by reducing contributions to climate change and ensuring efficient use of resources

Efficient and effective use of resources

The Board continues to receive applications from applicants electronically and circulates material accompanying agenda papers to Board members through Own Cloud software. These methods of receiving applications and distributing material to the Board have significantly reduced the Board's use of photocopying and printing facilities.

The Board has not progressed an initiative to procure iPads or tablets for each Board member for the distribution of agenda papers and circulated material due to the need to consider system requirements and formulate a procurement proposal. This initiative remains under consideration.

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 continues to use its BPoint facility for the receipt of fees payable by applicants.

Review, update and publish the Queensland Lawyers' Companion (QLC) ensuring cost effectiveness and efficient use of materials

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. The newly admitted lawyers have provided positive feedback on the benefit of the QLC.

Strategic Objective 4 –

Improve education and training regulations and standards within legal education for local and overseas legal students and professionals, to engage Queenslanders in education and training resulting in meaningful employment and enhanced job diversity within the Queensland economy

Improve and maintain standards within legal education

The Board continues to apply LACC's *Accreditation Standards for Australian Law courses* (the Accreditation Standards) as a guide when reviewing law courses approved for the purposes of admission in Queensland. Application of the Accreditation Standards remains limited due to restrictions in the Board's powers under the Admission Rules. The Board aims to develop protocols and procedures for use with the Accreditation Standards, however this continued to remain on hold during the reporting period due to workloads.

Extensive collaboration with law schools and PLT providers in Queensland allows the Board to ensure that applicants seeking admission complete the academic and practical legal training requirements necessary for admission to the legal profession. The Board remains committed to ensuring the standards of legal education are maintained and are of high quality.

The Board continues to maintain an electronic National Register of Approved Academic Qualifications used by admitting authorities nationally. The Register details academic law courses approved by the Board and interstate admitting authorities which are offered within each jurisdiction in Australia. The Register allows the sharing of information relating to approved and corresponding academic qualifications, and assists to ascertain courses offered by local and interstate tertiary institutions.

Encourage local and overseas applicants to complete study and additional study in Queensland

Assessment of academic qualifications, and practical legal training and experience in practice, completed by law graduates and legal practitioners in foreign jurisdictions continues. Applicants who have had their qualifications assessed are encouraged to contact

Queensland tertiary institutions and PLT providers to undertake additional study to ensure their qualifications and/or training is in accordance with any assessment and renders them eligible for admission in Queensland.

Ms Tessa McLean and Mr Mark Magner formed the Board's Overseas Qualifications Assessment Committee (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 2016 – present; and
- Strategic plans from 2022 – present.

Strategic risks, opportunities, and challenges

Until March 2024, the Board was fully staffed which allowed the Board to implement changes resulting from legislative amendments, and consider and implement some strategic and operation directions, for example, reviewing its Admission Kits and online information. Risks which the Board continues to face include the number of applicants seeking admission, increasing complexity of applications required to be considered by the Board to ensure the integrity of those entering the profession, and the need to prioritise workloads when the Board is receiving large numbers of admission applications.

Review of proposed forward operations

Overall the Board was successfully achieving its strategic objectives, operations and performance standards as outlined in the Board's Strategic Plan 2022 – 2026.

Board meetings and flying minutes

Board meetings

There were nine ordinary Board meetings during 2023/2024 that were held in conjunction with the nine corresponding admission ceremonies held in Brisbane throughout the year. The Board also held one additional special meeting in November 2023.

During the course of its meetings, the Board considered approximately 1,048 applications for admission heard in Brisbane as well as 48 applications heard regionally in Rockhampton, Townsville or Cairns.

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

- one (1) domestic Mutual Recognition (MRA) applications;
- 16 Trans-Tasman Mutual Recognition (TTMRA) applications;
- six (6) applications for early consideration of suitability;
- 85 requests for assessment or reassessment by the Board of overseas academic qualifications;
- 40 requests for assessment or reassessment by the Board of overseas PLT and experience in practice;
- 26 applications to register under the supervised traineeship scheme and one (1) alteration of traineeship registration;
- zero (0) cancellation of registration as a supervised trainee;
- 30 applications for assessment of ‘stale’ academic qualifications or practical legal training; and
- 42 other requests, for example:
 - six (6) requests for exemption from the requirement to complete the International English Language Testing System (IELTS) testing requirement;
 - from universities and/or PLT providers for approval to amend or change courses;
 - to consider matters being considered or review by LACC; and
 - relating to various matters relevant to corporate governance issues, and policy and operational matters.

Flying minutes

The Board also considered approximately 19 flying minutes throughout the year mainly involving:

- ongoing consideration of applications for admission in Brisbane (18 applications);
- applications for admission in regional centres (27 applications);
- applications for admission under TTMRA (18 applications);
- applications for admission under MRA (four (4) applications); and
- matters pertaining to requests to consider matters being considered or review by LACC.

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 also each nominates a member for approval and appointment 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 2023/2024, the members of the Board were:

- Mr Greg Moroney (Chair)
- Mr Graham Gibson KC (BAQ nominee)
- Mr Michael Copley KC (until 8 May 2024)
- Ms Ruth O'Gorman KC (from 13 May 2024)
- Ms Jennifer Sheean
- Mr Noel Jensen (Deputy Chair)
- Ms Petrina Macpherson (QLS nominee)
- Ms Philippa Mott, Attorney-General's nominee
- Ms Julie Steel, Assistant Director-General, 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 2023/2024, 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 20 October 2023, 16 February 2024 and 13 June 2024, the meeting in February 2024 being attended by teleconference.

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:

- manages and leads the Board's 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 OQAC;
- coordinates the assessment of applications for consideration by the Board under Rules 6A, 7AA or 7AB of the Admission Rules in relation to those who have attained 'approved academic qualifications' or completed 'approved practical legal training requirements' more than 5 years before applying for admission;
- assesses, reviews and reconciles 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, writing, 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
 - ensuring 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 and potential supervised trainees seeking to register under a supervised traineeship;
- 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 as required;
- considers issues raised by LACC and advises, briefs, and instructs the Chair of the Board, the Queensland representative on LACC, and the Board 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, Admissions Assistant (1 July 2022 – 30 June 2024);

Part time

- Ms Sherrieanne McInnes, Admissions Compliance Officer (26 September 2022 – 30 June 2024);
- Ms Stephanie Cowie, Programs Compliance Officer (1 July 2023 – 8 March 2024);
- Mr Patrick Pearce, Admissions Assistant (28 March 2023 – 30 June 2024);

- Ms Kaylee Court, Junior Administrative Assistant, and then Administrative Assistant (20 March 2023 – 30 June 2024).

Ms McInnes, Ms Thomson, Mr Pearce, and Ms Court assisted to coordinate the Board's functions and provide administrative assistance to the Board's Secretary as well as the two overseas assessors. Ms Stephanie Cowie, 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 Cowie resigned her position on 8 March 2024 with the Board's Secretary taking over her duties.

Casual contractors

- Ms Tessa McLean, Solicitor and Overseas assessor (1 July 2023 - 30 June 2024)
- Mr Mark Magner, Solicitor and Overseas assessor (1 July 2023 – 30 June 2024)

Ms McLean and Mr Magner 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).

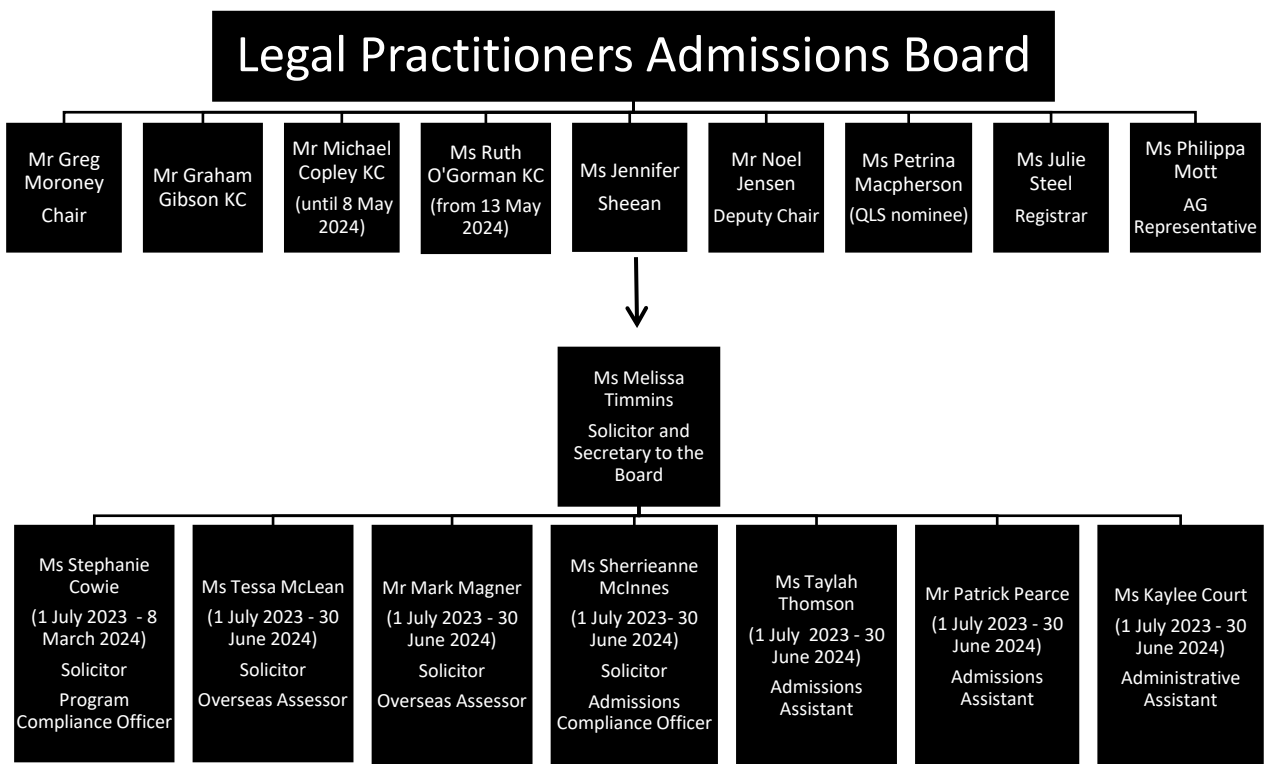


Figure 1: Legal Practitioners Admissions Board Organisational structure

Committees

The Board's OQAC continues to comprise two external legal practitioners Ms Tessa McLean, Solicitor, and Mr Mark Magner, Solicitor, 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 84 applications for assessment or reassessment of academic qualification, and 34 applications for assessment or reassessment of PLT and experience in practice. Each assessment or reassessment costs the Board \$120 (excl. 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 approved Standards of Conduct takes into account the ethical principles and values outlined in the PSEA and can be found online at www.qls.com.au under the tabs 'Practicing Law in QLD', 'Legal Practitioners Admission Board (LPAB)' under the heading 'Qualifying as a solicitor in Qld', 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 considered the objects of the HRA and sought Counsel's advice in respect of the provisions of the HRA and their application to the Board's work. The Board's values remain consistent with the objects of the HRA and its strategic and operational plans 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

Revoking arrangements due to COVID-19 Pandemic – Academic and Practical legal training programs

In July 2023, the Board considered revoking arrangements made to modes of delivery and assessment of academic and practical legal training programs implemented due to the COVID-19 pandemic consistently with revocation of similar arrangements by interstate admitting authorities. Following consultation with the Honourable Chief Justice, it was determined appropriate for COVID-19 arrangements, implemented by tertiary institutions and practical legal training providers to accommodate tertiary learning and practical legal training throughout the pandemic, to be revoked and returned to pre-COVID-19 pandemic arrangements by 1 January 2024.

The requirement to return to pre-COVID-19 modes of delivery and assessment arrangements was extended to 30 June 2024 in December 2023. In conjunction with the Honourable Chief Justice, the Board approved return to pre-COVID-19 arrangements to law programs offered by the following universities:

- July 2023 to November 2023 - James Cook University (JCU),
- October 2023 to March 2024 - University of the Sunshine Coast (USunC);
- November 2023 - Queensland University of Technology (QUT);
- February 2024 to March 2024 - University of Queensland (UQ);
- March 2024 to April 2024 - Bond University (Bond);
- March 2024 to June 2024 - University of Southern Queensland (USQ).

At the end of the reporting period, the law programs offered by Central Queensland University (CQU), Griffith University (Griffith), and the Australian Catholic University (ACU) were yet to be reviewed.

Academic programs

The Board also considered the following academic programs:

- July 2023 – a request by Griffith to reduce the length of its dual law degree programs from 5½ years to 5 years;
- July 2023 to August 2023 – a request by CQU to trial intensive (block) teaching, introduce a Diploma of Australian law, and change the law program’s methods of assessment which remains on hold pending consideration of issues raised with LACC;
- February 2024 – a request by the University of the Sunshine Coast to revise its law program and reduce two areas of knowledge to two separate courses;
- April 2024 – a request by Bond University to review its courses offered for the area of knowledge Equity;
- March to April 2024 – a request by James Cook University to offer Ethics and Professional Responsibility as an intensive course in trimester 1 of 2024.

Practical legal training programs

During the reporting period, the Board considered the following practical legal training programs:

- July 2023 – September 2023 - a request by QUT to restructure and review its practical legal training program;
- November 2023 – a request by Bond University to extend online delivery of the Graduate Diploma of Law learning intensive offered in trimester 1 of 2024;
- April 2024 - a request by Bond University to extend online delivery of the Graduate Diploma of Law learning intensive offered in trimesters 2 and 3 of 2024.

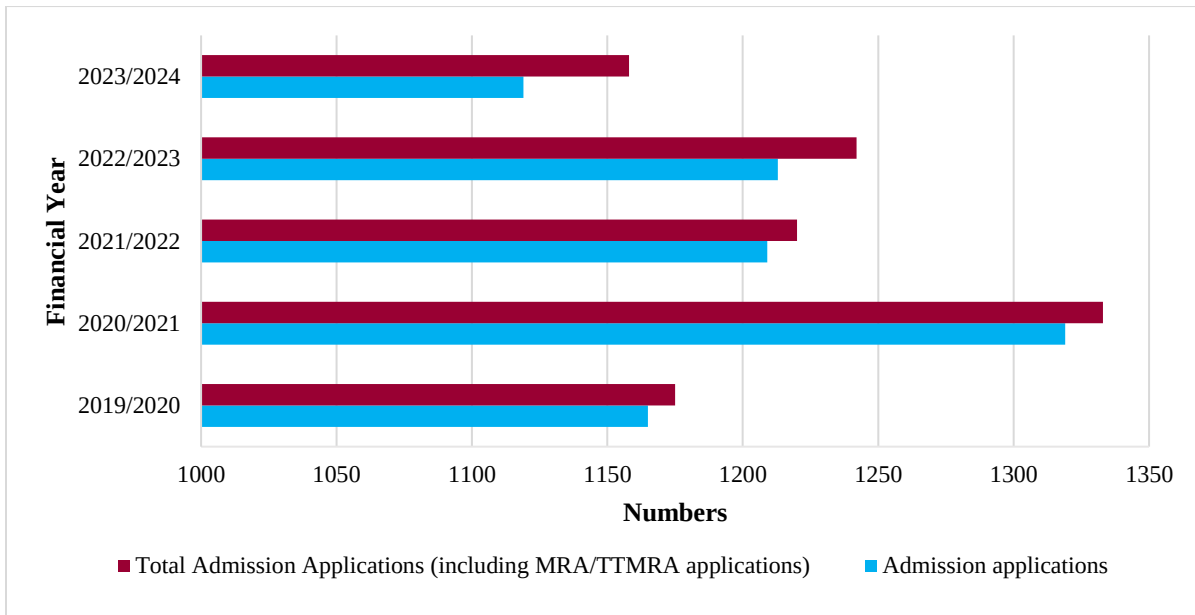
Supervised traineeship scheme

The Board considered 26 applications from law firms wishing to register law graduates under the supervised traineeship scheme during the reporting period. There was one (1) request to alter a supervised traineeship (trainee relocated to another firm) and no requests to cancel registration of any supervised traineeships.

Suitability issues

Admission applications

The Board considered approximately 1,119 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 considered - previous five financial years

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

- recommending approximately 969 applicants;
- recommending approximately 89 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, 74 were successful, with the other applications (fifteen) being adjourned, either by the applicant or the Court;
- not to recommend approximately 13 applications on the basis the applicants were not at that time suitable for admission and the Board was of the view the application raised matters for consideration by the Court under rule 15(2) of the rules; two of these applications have since been successful, and the remaining eleven applications remaining adjourned to a future date when the applicant chooses to proceed.

In addition to the ‘local’ admission applications, the Board considered 39 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 considered applications for early consideration of suitability from six (6) applicants. The Board made declarations in relation to two (2) applications. One application was held over to consider such application further, and in three applications the Board refused to make the declarations based on nature of the suitability matter disclosed.

Overseas graduates and legal practitioners

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

The Board received approximately 84 applications for assessment and reassessment of overseas academic qualifications, and 33 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
Brazil	4
China	1
Columbia	2
Chile	1
England (United Kingdom)	30
Finland	1
Fiji	3
Germany	1
Hong Kong	5
Hungary	1
India	2
Netherlands	2
New Zealand	1
Nigeria	1
Pakistan	1
Philippines	3
Poland	1
Scotland	6
South Korea	1
Spain	1
Sri Lanka	6
South Africa	6
Uganda	1
Ukraine	1

United States of America	2
TOTAL	84

Table 1: Assessment/reassessment of overseas academic qualifications

Assessment/reassessment of practical legal training and experience in practice

Jurisdiction	Number of applications
Canada	1
Chile	1
England (United Kingdom)	8
Finland	1
Hungary	1
Hong Kong	2
India	2
Nigeria	1
Pakistan	1
Papua New Guinea	1
Poland	1
Scotland	2
South Africa	5
Sri Lanka	5
Ukraine	1
USA	1
TOTAL	33

Table 2: Assessment/reassessment of overseas PLT and experience in practice

Skilled migration certificates

During the reporting period, communications with the Department of Home Affairs (DHA) revealed that, applicants who have been admitted to the legal profession, do not require skills assessment certificates on the basis provision of an admission certificate to DHA is sufficient to show that such persons are appropriately skilled, and able to apply for and obtain a practicing certificate. The Board prepared 25 skills assessment certificates during the first six months of the reporting period with applicants who hold an admission certificate being directed to provide the admission certificate to the DHA to demonstrate that they are skilled.

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 2023/2024 was as follows:

Item	2023/2024 Budget	2023/2024 Actual	Variance
INCOME			
Admission Revenue	\$867,500	\$748,803	(\$118,697)
Mutual Recognition Revenue	\$17,350	\$14,574	(\$2,776)
Other (Sundry) Income	\$108,870	\$154,429	\$45,559
TOTAL	\$993,720	\$917,806	(\$75,914)
Employee expenses (incl. on costs)	\$553,138	\$490,376	\$62,762
Professional Consulting/Legal Fees	\$313,200	\$148,429	\$164,771
Management fees (including office rent)	\$83,750	\$86,729	(\$2,979)
Projects, Printing and Stationery	\$42,480	\$39,233	\$3,247
Audit fees	\$11,500	\$12,500	(\$1,000)
Other expenses	\$54,620	\$17,785	\$36,835
TOTAL	\$1,058,688	\$795,052	\$263,636
OPERATING SURPLUS/DEFICIT	(\$64,968)	\$122,754	\$57,786

Table 3: 2023/2024 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 2023/2024 budget, it was estimated the Board would receive approximately 1,275 applications for admission and applications under both the domestic and Trans-tasman mutual recognition schemes. This figure was based on the number of applications received during the previous year. During the reporting period however, the Board received fewer applications (1,113) than anticipated which accounts in part for the income variance relating to income received. The remainder of the variance is attributable to two inconsistencies arising, those being:

- (i) between when applications and fees are received, for example, at the end of the previous reporting period and the beginning of the current reporting period; and
- (ii) the number of applications considered by the Board tending 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.

Additional income was received under the head Other (Sundry) Income primarily due to increases in bank interest rates as applied to the Board's cash and cash equivalent.

Costs relating to expenses for staff salaries and on-costs were less due to the movement of staff throughout the reporting period.

The Board continues to incur considerable expenses for professional consulting/legal fees as the Board briefs Counsel and/or solicitors to appear on its behalf in relation to complex applications for admission. During the reporting period however, the Board's expenses for professional consulting/legal fees were less than anticipated. It is extremely difficult to anticipate potential legal fees that may be incurred during any reporting period and there is no way to anticipate when or how many applications may need to be referred to the Court under Rule 15(2) or may be referred by the Board or the Court for determination of fact.

For the reporting period, the Board's project, printing and stationery costs were also less than budgetary estimates. Costs associated with publishing the 2024 QLC were approximately \$39,112.00. An additional amount was budgeted for the Board's online admission solution but this was not expended. Actual costs for various other expenses included in the budget were also not expended such as recruitment fees, costs for staff training, and office and computer equipment. The amount budgeted for postage and courier costs was also more than estimated for the financial year mainly due to expenses incurred for courioring the Board's QLC to regional jurisdictions.

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.

The Board has a risk management system including a risk management plan and risk register. During the reporting period neither the plan nor register has been reviewed.

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* (issued October 2021) and the Queensland State Archivist (QSA) Records Governance Policy (v1.0.2 issued April 2019).

No further consideration has been given to the Board's own retention and disposal schedule during the reporting period.

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 QLS staff.

The Secretary to the Board has been in her current role for 21½ years. One of the Board's Admissions Assistants has been in her current role for 5¼ years.

The role of Program Compliance Officer has previously been held by a part-time staff member (0.5) to assist the Board's Secretary to assess the 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). The staff member in this role resigned in March 2024 and the Board's Secretary continues assessing the compliance of local law and PLT programs.

The Board's current Admissions Compliance Officer continues on a part time basis (0.8). The Board also currently receives assistance from a part-time (0.8) staff member holding a second Admissions Assistant role as well as a part-time (0.66) Administrative Assistant.

The Board's workforce profile and target group data as at the last full fortnight of the June 2024 quarter (including external assessors) is as follows:

Gender	Number (Headcount)	Percentage of total workforce (Calculated on headcount)
Woman	5	71.4%
Man	2	28.6%
Non-binary	-	0%
Diversity Groups	Number (Headcount)	Percentage of total workforce (Calculated on headcount)
Women	5	71.4%
Aboriginal Peoples and Torres Strait Islander Peoples	-	0%
People with disability	-	0%

Culturally and Linguistically Diverse – Speak a language at home other than English (including Aboriginal and Torres Strait Islander languages or Australian South Sea Islander languages)	-	0%
Leadership	Number (Headcount)	Percentage of total Leadership Cohort (Calculated on headcount)
Women in Leadership Roles	1	100%

Table 4: 2023/2024 Workforce Profile

During the reporting period, the QLS contracted two casual external legal practitioners to perform the assessments and reassessments of overseas academic and PLT and experience in practice. Both external assessors remained in their roles during the reporting period.

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 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

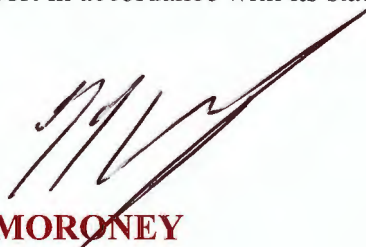
No redundancy/early retirement/retrenchment packages were paid during the reporting period.

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.

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

30 August 2024

30 August 2024

Glossary

Organisations

AALAA	Administrators of Australian Law Admitting Authorities
ACU	Australian Catholic University
BAQ	Bar Association of Queensland
Board	Legal Practitioners Admissions Board
Bond	Bond University
College	College of Law (Qld)
CQU	Central Queensland University
DHA	Department of Home Affairs
DJAG	Department of Justice and Attorney-General
Griffith	Griffith University
JCU	James Cook University
LACC	Law Admissions Consultative Committee
LCCL	Leo Cussen Centre for Law
LSC	Legal Services Council and Commissioner for Uniform Legal Services Regulation
MCF	Minds Count Foundation (previously the Tristan Jepson Memorial Foundation)
OQAC	Overseas Qualifications Assessment Committee
QCAT	Queensland Civil and Administrative Tribunal
QLS	Queensland Law Society
QSA	Queensland State Archivist
QUT	Queensland University of Technology
USC	University of the Sunshine Coast
USQ	University of Southern Queensland

UQ	University of Queensland
VLAB	Victorian Legal Admissions Board

Statutory instruments

Act	<i>Legal Profession Act 2007 (Qld)</i>
FAA	<i>Financial Accountability Act 2009 (Qld)</i>
FPMS	<i>Financial and Performance Management Standard 2019 (Qld)</i>
HRA	<i>Human Rights Act 2019 (Qld)</i>
IPA	<i>Information Privacy Act 2009 (Qld)</i>
MRA	<i>Mutual Recognition (Queensland) Act 1992</i>
PIDA	<i>Public Interest Disclosure Act 2010 (Qld)</i>
PRA	<i>Public Records Act 2002 (Qld)</i>
PSEA	<i>Public Sector Ethics Act 1994 (Qld)</i>
RTIA	<i>Right to Information Act 2009 (Qld)</i>
Admission Rules	<i>Supreme Court (Admission) Rules 2004</i>
TTMRA	<i>Trans-Tasman Mutual Recognition (Queensland) Act 2003</i>

General

Accreditation Standards	<i>Accreditation Standards for Australian Law courses</i>
CORO	Conference of Regulatory Officers
HR	Human Resources
ICT	Information and Communication Technology
IELTS	International English Language Testing System
IT	Information Technology
PLT	Practical legal training
QDAN	Queensland Disposal Authority Number
QLC	<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 2023/2024 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: <https://www.parliament.qld.gov.au/Work-of-the-Assembly/Tabled-Papers>

Appendix 4 Statistical data 2023/2024

List of figures, graphs and tables

Figure 1 **Organisational structure**

Graph 1 **Admission numbers over previous five (5) financial years**

Table 1 **Assessment of overseas academic qualifications**

Table 2 **Assessment of practical legal training and experience in practice**

Table 3 **2023/2024 financial performance**

Compliance Checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	ii
Accessibility	- Table of contents - Glossary	ARRs – section 9.1	iii – iv 24 to 26
	Public availability	ARRs – section 9.2	i
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	i
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	i
	Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5	i
General information	Introductory Information	ARRs – section 10	1 - 2
Non-financial performance	Government's objectives for the community and whole-of-government plans/specific initiatives	ARRs – section 11.1	3
	Agency objectives and performance indicators	ARRs – section 11.2	3 - 9
	Agency service areas and service standards	ARRs – section 11.3	15 - 19
Financial performance	Summary of financial performance	ARRs – section 12.1	19 to 21
Governance – management and structure	Organisational structure	ARRs – section 13.1	10 - 15
	Executive management	ARRs – section 13.2	11 - 12
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3	Appendix 2
	Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	14
	Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	14 - 15
	Queensland public service values	ARRs – section 13.6	NA
Governance – risk management and accountability	Risk management	ARRs – section 14.1	21
	Audit committee	ARRs – section 14.2	21 – 22
	Internal audit	ARRs – section 14.3	21 - 22
	External scrutiny	ARRs – section 14.4	21
	Information systems and recordkeeping	ARRs – section 14.5	22
	Information Security attestation	ARRs – section 14.6	NA

Summary of requirement		Basis for requirement	Annual report reference
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	22 - 23
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	23
Open Data	• Statement advising publication of information	ARRs – section 16	23
	• Consultancies	ARRs – section 31.1	https://data.qld.gov.au
	• Overseas travel	ARRs – section 31.2	https://data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 31.3	https://data.qld.gov.au
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

Appendix 2

Annual report requirements for Queensland Government agencies for the 2023–24 reporting period

Reporting template for Section 13.3 Government bodies (statutory bodies and other entities)

Name of Government body <i>Legal Practitioners Admissions Board</i>					
Act or instrument	<i>Legal Profession Act 2007 (Qld)</i>				
Functions	<i>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.</i> <i>The Board's other functions include:</i> <i>considering and making declarations as to an applicant's suitability for admission in terms of applications for early consideration of suitability;</i> <i>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;</i> <i>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);</i> <i>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;</i> <i>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;</i> <i>reviewing English language proficiency of applicants seeking admission;</i> <i>reviewing approved academic qualifications and approved practical legal training attained by applicants five years before seeking admission to the legal profession;</i> <i>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.</i>				
Achievements	<i>Included within the content of the Annual Report 2023 – 2024 at pages 3 to 9, and 15 to 19.</i>				
Financial reporting	<i>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 (2023 – 2024) at Appendix 3. Reporting also provided in the 2023 – 2024 Annual Report at pages 19 to 21.</i>				
Remuneration					
Position	Name	Meetings/session s attendance	Approved annual, sessional or daily fee	Approved sub- committee fees if applicable	Actual fees received
<i>Chair</i>	<i>Mr Greg Moroney (*see below under LACC meetings)</i>	<i>10</i>	<i>Nil</i>	<i>Not applicable</i>	<i>Nil</i>
<i>Board Member</i>	<i>Mr Graham Gibson KC</i>	<i>7</i>	<i>Nil</i>	<i>Not applicable</i>	<i>Nil</i>
<i>Board Member</i>	<i>Mr Michael Copley KC</i>	<i>9</i>	<i>Nil</i>	<i>Not applicable</i>	<i>Nil</i>
<i>Board Member</i>	<i>Ms Ruth O'Gorman KC</i>	<i>0</i>	<i>Nil</i>	<i>Not applicable</i>	<i>Nil</i>
<i>Board Member</i>	<i>Ms Jennifer Sheean</i>	<i>10</i>	<i>Nil</i>	<i>Not applicable</i>	<i>Nil</i>
<i>Deputy Chair</i>	<i>Mr Noel Jensen</i>	<i>8</i>	<i>Nil</i>	<i>Not applicable</i>	<i>Nil</i>
<i>Board Member</i>	<i>Ms Petrina Macpherson</i>	<i>8</i>	<i>Nil</i>	<i>Not applicable</i>	<i>Nil</i>
<i>Board Member</i>	<i>Ms Philippa Mott</i>	<i>10</i>	<i>Nil</i>	<i>Not applicable</i>	<i>Nil</i>
<i>Board Member</i>	<i>Ms Julie Steel</i>	<i>6</i>	<i>Nil</i>	<i>Not applicable</i>	<i>Nil</i>
No. scheduled meetings/sessions	<i>10</i>				
Total out of pocket expenses	<i>Nil</i>				

Name of Government body Law Admissions Consultative Committee					
Act or instrument	Nil				
Functions	To oversee and prescribe requirements relevant to admission for admitting authorities within Australia				
Achievements	Unknown				
Financial reporting	Unknown				
Remuneration					
Position	Name	Meetings/session s attendance	Approved annual, sessional or daily fee	Approved sub- committee fees if applicable	Actual fees received
Member	Mr Greg Moroney	Two attended in person, one attended by teleconference	Nil	Not applicable	Nil
No. scheduled meetings/sessions	3				
Total out of pocket expenses	Nil				

LEGAL PRACTITIONERS ADMISSIONS BOARD

Financial Report
For the year ended 30 June 2024

Legal Practitioners Admissions Board

Financial Report

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Legal Practitioners Admissions Board
Statement of Comprehensive Income
For the year ended 30 June 2024

	Notes	2024 \$	2023 \$
Revenue			
Admission revenue	B1	763,377	797,813
Interest income	B1	89,060	62,552
Other revenues	B1	65,369	41,064
Total revenue		917,806	901,429
Expenses			
Administration expenses	B2-1	695,823	866,478
Management fees paid to Queensland Law Society Incorporated		86,729	68,309
Audit fees	B2-2	12,500	11,300
Total expenses		795,052	946,087
Operating result for the year		122,754	(44,658)
Other comprehensive income		-	-
Total comprehensive income for the year		122,754	(44,658)

The accompanying notes form part of these statements.

Legal Practitioners Admissions Board
Statement of Financial Position
As of 30 June 2024

	Notes	2024 \$	2023 \$
Current assets			
Cash and cash equivalents	C1	2,213,270	2,193,087
Receivables	C3	21,205	39,681
Total current assets		2,234,475	2,232,768
Total assets		2,234,475	2,232,768
Current liabilities			
Payables	C4	53,761	174,808
Total current liabilities		53,761	174,808
Total liabilities		53,761	174,808
Net assets		2,180,714	2,057,960
Equity			
Accumulated surplus		2,180,714	2,057,960
Total equity		2,180,714	2,057,960

The accompanying notes form part of these statements.

Legal Practitioners Admissions Board
Statement of Changes in Equity
For the year ended 30 June 2024

	2024	2023
	\$	\$
Accumulated surplus		
Balance of 1 July	2,057,960	2,102,618
Total comprehensive income for the year	122,754	(44,658)
Balance of 30 June	2,180,714	2,057,960

The accompanying notes form part of these statements.

Legal Practitioners Admissions Board
Statement of Cash Flows
For the year ended 30 June 2024

	Notes	2024 \$ Inflows/ (Outflows)	2023 \$ Inflows/ (Outflows)
Cash flows from operating activities			
Contributions by practitioners and other receipts		828,971	838,652
Interest receipts		89,060	62,531
GST input tax credits from ATO		19,773	36,689
Administration expenses and other payments		(897,848)	(857,663)
GST Paid to suppliers		(19,773)	(36,689)
Net cash generated from operating activities	C1	20,183	43,520
Net increase in cash and cash equivalents held		20,183	43,520
Cash and cash equivalents at the beginning of the financial year		2,193,087	2,149,567
Cash and cash equivalents at the end of the financial year	C1	2,213,270	2,193,087

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 is defined as a statutory body under the *Financial Accountability Act 2009* has been established for the purpose of performing its statutory obligations and obligations under the Act and Admission Rules.

The principal place of business of the Board is 179 Ann Street, Brisbane, QLD 4000.

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 2023.

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 2022-23 financial statements.

Current/non-current classification

Assets and liabilities are classified as either 'current' or 'non-current' in the Statement of Financial Position and associated notes.

Assets are classified as 'current' where their carrying amount is expected to be realised within twelve (12) months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within twelve (12) months after the reporting date, or the Board does not have an unconditional right to defer settlement to beyond twelve (12) months after the reporting date.

All other assets and liabilities are classified as 'non-current'.

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 2024

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, considering the effective yield on the financial asset and is also recognised net of bank charges.

	2024	2023
	\$	\$
Admission Revenue		
Admission application fee	748,803	791,774
Admission application fee – mutual recognition	14,574	6,039
	763,377	797,813
Other Revenues		
Registration of traineeship	1,932	2,614
Approval of overseas academic and practical legal training	18,648	20,647
Interest income	89,060	62,552
Sundry income	44,789	17,803
	154,429	103,616
Total revenue	917,806	901,429

B2 EXPENSES

B2-1 ADMINISTRATION EXPENSES

	2024	2023
	\$	\$
Salaries and Wages	490,376	479,952
Professional fees	148,429	330,300
Printing and stationery	39,233	38,089
Other expenses	17,785	18,137
Total administration expenses	695,823	866,478

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.

Professional fees are paid to legal firms and other professionals in assisting the Fund in reviewing applications and admissions from practitioners seeking admission to the legal profession in Queensland.

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 at Workers Compensation account.

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 2024

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 2023-24 are \$12,500 (2023: \$11,300). There are no non-audit services included in this amount.

	2024	2023
	\$	\$
Audit fees	12,500	11,300
Total audit fees	12,500	11,300

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 on 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.

	2024	2023
	\$	\$
Cash at bank and on hand	413,270	114,329
Cash deposit account	1,800,000	2,078,758
Total cash and cash equivalents	2,213,270	2,193,087

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

	2024	2023
	\$	\$
Operating result for the year	122,754	(44,658)
Changes in assets and liabilities:		
(Increase)/decrease in receivables	18,476	(33,977)
(Decrease)/increase in payables	(121,047)	122,155
Net cash generated from operating activities	20,183	43,520

Legal Practitioners Admissions Board
Notes to the Financial Statements
For the year ended 30 June 2024

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 nil impairment.

	2024	2023
	\$	\$
Prepayments and other receivables	21,205	39,456
Queensland Law Society Incorporated	-	225
Total receivables	21,205	39,681

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.

	2024	2023
	\$	\$
Trade creditors	41,907	161,753
Other payables	11,854	13,055
Total payables	53,761	174,808

Legal Practitioners Admissions Board
Notes to the Financial Statements
For the year ended 30 June 2024

D1 CONTINGENT LIABILITIES AND EVENTS AFTER BALANCE DATE

There were no known contingent liabilities on 30 June 2024. There are no events after the reporting date requiring disclosure in the financial report.

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 2023 (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 2023-24. The role of Chair and Deputy Chair are supported by the appointed board members.

Position	Position Responsibility
Chair	Responsible for determining Board meetings, overseeing functions performed by board members and authorising operational matters. In addition, acts as the Chief Justice's representative on Law Admissions Consultative Committee.
Deputy Chair	Exercising the powers of Chair in his absence and acting as a signatory to the Board's bank account.
Board Member	The Board's primary role is to assist the Supreme Court by making a recommendation about each application for admission as a lawyer in Queensland considering whether an application is made under the Rules, whether an applicant is eligible and suitable for admission, and whether there are other matters the Supreme Court may consider relevant to the application.

Position	Person	Start of Term	End of Term
Chair	Mr Greg Moroney	01/07/2004	Current
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 Petrina Macpherson	01/07/2021	Current
Board Member	Ms Philippa Mott	04/03/2021	Current
Board Member	Mr Graham Gibson KC	01/07/2022	Current
Board Member	Mr Michael Copley KC	01/07/2022	08/05/2024
Board Member	Ms Ruth O'Gorman KC	13/05/2024	Current

Legal Practitioners Admissions Board

Notes to the Financial Statements

For the year ended 30 June 2024

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 nominated by the Queensland Law Society ('QLS') and the Bar Association of Queensland ('BAQ'). The two remaining members comprise the Attorney-General's nominee and the Registrar of the Brisbane Supreme Court.

The Board members are not remunerated for their services to the Board.

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 the parties concerned.

	2024	2023
	\$	\$
Management fees paid to Queensland Law Society	86,729	68,309
Professional fees paid to a firm of which a board member is a KMP:		
- Jensen & Co	500	4,955
- Jennifer Sheean	221	38,475
- Greg Moroney	5,297	414
Total related party transactions	92,747	112,153

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 2023-24.

Accounting standards early adopted

No Australian Accounting Standards have been early adopted for 2023-24.

Accounting standards applied for the first time

No Australian accounting standards or interpretations that apply for the first time during 2023-24 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.

Legal Practitioners Admissions Board
Notes to the Financial Statements
For the year ended 30 June 2024

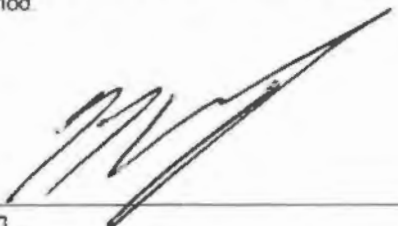
Cash flows are included in the Statement of Cash Flows on a gross basis. The GST components of cash flows arising from investing activities and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

Legal Practitioners Admissions Board
Management Certificate
For the year ended 30 June 2024

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 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 2024 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

30 August 2024



Deputy Chairperson
Noel Jensen

30 August 2024

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 accompanying financial report of Legal Practitioners Admissions Board.

The financial report comprises the statement of financial position as at 30 June 2024, 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 material accounting policy information, and the management certificate.

In my opinion, the financial report:

- a) gives a true and fair view of the entity's financial position as at 30 June 2024, and its financial performance and cash flows for the year then ended; and
- b) complies with the *Financial Accountability Act 2009*, the Financial and Performance Management Standard 2019 and Australian Accounting Standards.

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 (including independence standards)* (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 the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at:

https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf

This description forms part of my auditor's report.

Statement

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2024:

- 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.



30 August 2024

Lisa Fraser
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

**1 JULY 2023 TO 30 JUNE 2024
LEGAL PRACTITIONERS**

Appendix

	BRISBANE						CAIRNS						ROCKHAMPTON						TOWNSVILLE						Total	TTMRA	MRA	Total
	ST	Other	DLP				ST	Other	DLP				ST	Other	DLP				ST	Other	DLP							
			COLQ	Bond	QUT	LeoC			COLQ	Bond	QUT	LeoC			COLQ	Bond	QUT	LeoC			COLQ	Bond	QUT	LeoC				
July		20	136	12	21	2		1	1																193	5	1	6
Aug														1	2							7			10	1	0	1
Sept	2	1	59	16	9	3			5		1				1					1		2	1		101	2	0	2
Oct	2		51	6	3	2									1							5			70	7	0	7
Nov	1	2	118	11	17	3																		152	3	0	3	
Dec		5	112	6	6	6	1		11		1				1		1					7	1		158	1	0	1
Jan																								0	2	1	3	
Feb	2		69	2	19	2																4			98	0	1	1
March	14		43	12	5	1									3									78	3	0	3	
April	2		56	9	8	2			3														1		81	3	1	4
May																								0	3		3	
June	1	1	71	5	7	3			2						2							2	1		95	3	1	4
Total	24	29	715	79	95	24	1	1	22	0	2	0	0	1	10	0	1	0	0	1	27	3	1	0	1036	33	5	38
Grand Total																												1074