

Legal Profession Admission Board

Annual Report 2011-2012



TABLE OF CONTENTS

TABLE OF CONTENTS	2
CONTACT DETAILS	3
LETTER TO THE MINISTER	4
OUR CHARTER	5
The LPAB	5
Our vision	5
REPORT FROM THE EXECUTIVE OFFICER	6
Highlights of 2011/2012	6
MANAGEMENT AND STRUCTURE	8
Membership of the LPAB	8
Legal Profession Admission Board	8
Board and Committee Structure	8
Board and Committee structure chart	9
Legal Qualifications Committee	9
Examinations Committee	11
REVIEW OF OPERATIONS	12
Admission of Lawyers	12
Mutual Recognition	13
Academic and Practical Legal Training exemptions	13
Diploma in Law Course	13
Examination Assessment	14
Registration of Public Notaries	14
Publications 2011-12	15
APPENDIX A – INTERNAL AUDIT AND RISK STATEMENT	16
APPENDIX B – ABBREVIATIONS	18
APPENDIX C-AUDITED FINANCIAL STATEMENTS-2011/2012	19

CONTACT DETAILS

LOCATION

Level 4, 37 Bligh Street (Cnr Hunter Street)
Sydney NSW 2000

HOURS OF SERVICE

9:00am – 5:00pm (Monday to Friday excluding public holidays)

POST

GPO Box 3980 Sydney NSW 2001

DOCUMENT EXCHANGE (DX)

DX 602 Sydney

TELEPHONE

Phone: (02) 9338 3500

FACSIMILE

(02) 9338 3555

EMAIL

ag_lpab@agd.nsw.gov.au

WEB

www.lawlink.nsw.gov.au/lpab

LPAB staff 2011 – 2012

Robin Szabo – Executive Officer, Louise Pritchard, Angela Stevens – Legal Officers, Lynda Jennings – Acting Office Manager, Monika Bhattacharya – Professional Services Team Leader, Gordon Seago – Diploma in Law Coordinator, Tania Payne - Student Services Officer, Robert Wilson, Examinations Officer, Ming Han – Accounts Officer, Margaret Horan – Executive Assistant, Mylvaganam Nagarajah – Enquiries and Certificates Officer.

Assistance from James Molloy (Temp Admissions Officer), Rosemary Richards and other temporary staff is also acknowledged.

LETTER TO THE MINISTER

The Hon. Greg Smith SC MP
Attorney General
Minister for Justice
Level 33, Governor Macquarie Tower
1 Farrer Place
SYDNEY NSW 2000

Dear Attorney,

I am pleased to present you with the Annual Report for the Legal Profession Admission Board together with the Board's financial statements for the year ended 30 June 2012.

As required by the *Annual Reports (Statutory Bodies) Act 1984* and the *Public Finances and Audit Act 1983* I submit a report on the operations of the Board.

Yours faithfully

A handwritten signature in black ink, appearing to read 'rszabo', written in a cursive style.

Robin Szabo

Executive Officer
Registrar of Public Notaries

OUR CHARTER

The Legal Profession Admission Board (LPAB) is a statutory body and its functions include the admission of lawyers and appointment of public notaries in New South Wales. It assesses the qualifications of local and overseas applicants who seek entry to the legal profession and accredits academic and practical legal training courses. Successful completion of the Board's examinations leads to the award of the *Diploma in Law*, which satisfies the academic requirements for admission in NSW. The LPAB's responsibilities derive from the provisions of the *Legal Profession Act 2004* and the Legal Profession Admission Rules made pursuant to it, the *Public Notaries Act 1997*, its Appointment Rules and from the Board's close relationship to the Supreme Court of New South Wales.

The LPAB

- Processes applications for admission as a lawyer, appointment as a public notary, registration as a student-at-law and various applications under the Board's rules
- Assesses the qualifications and experience of applicants for admission to the profession, including applicants from interstate or overseas
- Maintains the rolls of lawyers and public notaries
- Administers the Board's examinations for its Diploma in Law course
- Accredits law degree courses and courses of practical legal training in New South Wales
- Provides certificates, diplomas, academic records and other documents to lawyers, students-at-law and professional bodies
- Provides application forms, information booklets and advice in relation to the above services
- Assists the Supreme Court of NSW in the conduct of ceremonies for admission to the legal profession, and
- Communicates with and assists other admitting, regulatory and educational authorities to promote uniformity and the provision of quality services

Our vision

The vision of the LPAB is to continually improve services and business efficacy to provide an accessible and affordable pathway towards legal practice, to ensure that professional qualifications and all accredited courses are of the highest standard and provide quality, timely and cost effective services to all persons who have dealings with the Board.

We aim to improve client satisfaction through:

- Providing quality timely and cost effective information services
- Providing accessible, consistent and equitable services, and
- Team Work

REPORT FROM THE EXECUTIVE OFFICER

The 2011/2012 Annual Report of the Legal Profession Admission Board (LPAB) provides details of the structure, membership and operations of the Board. It includes our achievements, current strategies and projects that will allow us to continue to achieve greater efficiencies through efficient financial management, continued improvement of our procedures and client services and reduction of costs and wastage.

Highlights of 2011/2012

Highlights of our operational achievements are provided below:

- The Legal Profession Admission Board (LPAB) this year celebrated a number of achievements this year. Not the least of these was winning the inaugural Harmony Day Award.
- The LPAB for the first time participated in the Transition to Work program conducted by the Sydney Employment Development Service. This program involves taking on people with cerebral palsy and providing work experience
- The LPAB has also commenced the physical destruction of very old Defunct Solicitor's files. This is a slow process, as each file must be manually checked for any original wills or property titles. Removal of these records which do not relate to any current or past functions of the Board and for which authority for destruction has been given will reduce the Board's storage costs.
- The LPAB staff has implemented the FISH! Program and this is already showing improvements in staff morale, client service a reduction in sick leave. This program will be continuing through the year and it is anticipated that we will continue to show improvements in sick leave levels and client service.
- Promotion of teamwork within the office has been made a priority and it is hoped that these efforts will continue to encourage harmony and cooperation within the workplace and resolution of any issues.
- As a result of the stresses in the global economy the LPAB has seen an increase of 27% in application for assessment by overseas qualified lawyers this year, for example there has been a noticeable increase in applicants from Ireland.
- The LPAB has a Key Measure of Success under the Strategic Plan to provide high quality client service. The Board has achieved 95% of valid course enrolments processed by the LPAB within time standards.
- The LPAB successfully organised and hosted the twelfth meeting of the Administrators of Australasian Law Admitting Authorities (AALAA) in October 2011.
- LPAB and LEC staff participated in the "Reinvent Your Career" Expo, which is an event that targets mature age participants seeking re-entry to the workforce, a change of career or undertaking further studies.

The Future, National Legal Profession and Tertiary Education Reforms

From its historical beginnings in 1848, as the first body to offer a law qualification in Australia, the strength of the Legal Profession Admission Board (formerly known as Legal Practitioners Admission Board, and the Barristers and Solicitors Admission Boards) is the ability to evolve and remain relevant to changing times. The impact of

the National Legal Profession Reforms remains uncertain, as some jurisdictions have withdrawn their support for the new system of national regulation. Under the *Legal Profession National Law*, it is proposed that a newly established National Legal Service Board, to be located in New South Wales, will undertake some of the functions currently performed by local admitting authorities and other bodies. Although lawyers will continue to be admitted by the courts in each jurisdiction, some functions, possibly, accreditation of academic and practical legal training courses and the assessment of overseas qualifications and registration of foreign lawyers may be transferred to the National Legal Services Board. The new Board, in consultation with local authorities, will be responsible for drafting the National Rules and establishing committees to provide expert advice in specific areas.

The Board and its staff continue to face considerable challenges to maintain operations and provide assistance and advice to facilitate these reforms and meet increasing demands on its resources. The Board has played an active role in reviewing and responding to numerous proposals put forward by the Law Admissions Consultative Committee (LACC) and has highlighted issues arising from its annual review and accreditation of law degrees and practical legal training courses. The advice of the NSW Board and its Committees is also often sought by other authorities in respect to matters of admission and the assessment of overseas qualifications.

The introduction of the Tertiary Education Quality and Standards Agency (TEQSA) that established a new authority to register and evaluate the performance of all higher education providers against a new Higher Education Standards Framework has required the Board's attention and allocation of resources. The uncertainty of the TEQSA legislation's impact on the Board and its Diploma in Law courses required the Board to seek independent legal advice and to engage in a close consultation process with TEQSA. The Executive Officer and LPAB staff continues to work closely with the Director, LEC and LEC staff to ensure that the Board's course remains competitive and continues to be of the highest standard. This unique course has a rich history and is recognised as a means of allowing people from all walks of life, including country residents, an opportunity to study law.

The LPAB team thanks all involved in its operations for their valued contributions.



Robin Szabo
Executive Officer

MANAGEMENT AND STRUCTURE

The LPAB is constituted under Part 7.1 and Schedule 2 of the *Legal Profession Act 2004*. The Board is established as an independent statutory authority. However, for certain administrative and reporting purposes, it operates under the umbrella of the Department of Attorney General and Justice (DAGJ). DAGJ provides employees to the Board to enable it to carry out its functions.

Membership of the LPAB

The Board consists of 11 members, being:

- the Chief Justice of New South Wales, and
- 3 Judges of the Supreme Court nominated by the Chief Justice of New South Wales, and
- the Attorney General or a person nominated by the Attorney General, and
- 2 persons nominated by the Committee of NSW Law Deans (now Council Of Australian Law Deans), and
- 2 barristers nominated by the Bar Council, and
- 2 solicitors nominated by the Law Society Council.

Legal Profession Admission Board

The Honourable The Chief Justice
The Honourable Justice Slattery
The Honourable Justice Davies
The Honourable Justice Sackar (from 1/8/11)
Mr Jeremy Gormly SC
Mr Garry McGrath SC
Mr Charles Cawley
Mr John Dobson
Professor Stephen Colbran
Professor Luke McNamara
Ms Maureen Tangney
Secretariat: Ms Robin Szabo

The Hon Justice Slattery is also the Board's representative on the Law Admissions Consultative Committee (LACC).

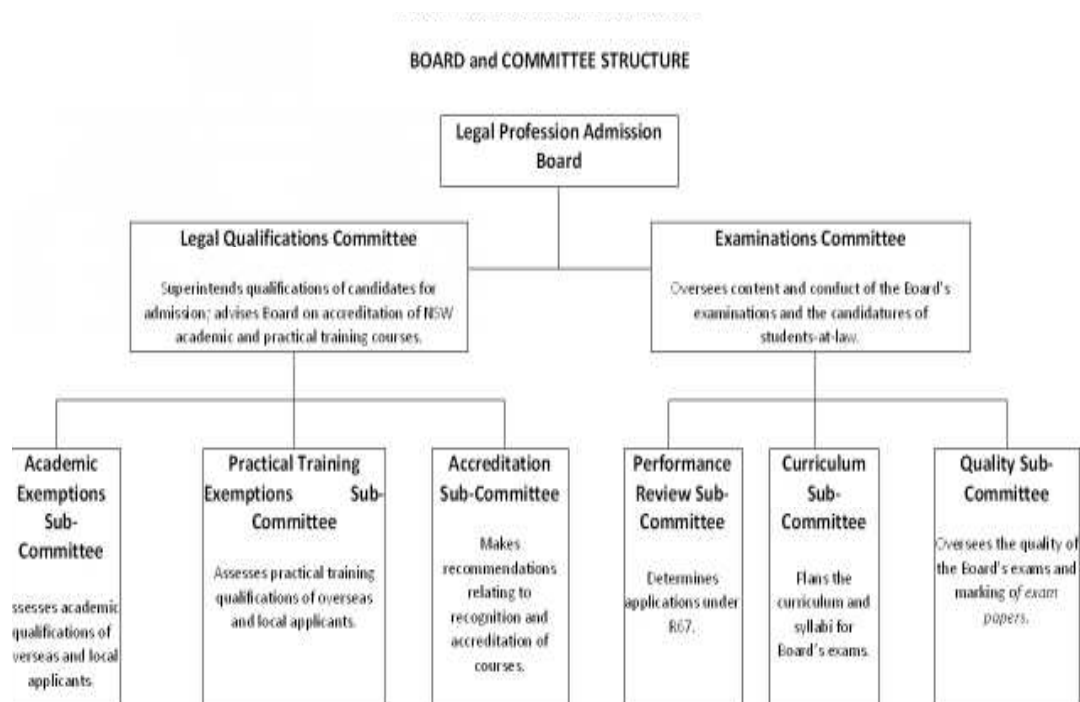
Board and Committee Structure

The functions of the Board include making decisions about the eligibility and suitability of applicants for admission as lawyers and appointment of public notaries, assessing the qualifications of overseas applicants, accreditation of academic and practical legal training courses in NSW and operation of the Board's *Diploma in Law* Course. The Board, with advice from its Legal Qualifications Committee, has made significant contribution, including commentaries to the draft legislation and rules to the ongoing reforms for assessment of qualifications of overseas applicants and to the national reform legislative framework. The Board also facilitated the development of uniform disclosure guidelines for applicants for admission as lawyers, by initiating and providing expert advice on proposals put forward by LACC.

The Executive Officer and LPAB staff provides secretariat and administrative support to the Board, its Committees and Sub-Committees in the exercise of their functions.

The Board and its Committee structure is represented in the diagram below.

Board and Committee structure chart



Legal Qualifications Committee

The Legal Qualifications Committee (LQC) is constituted pursuant to rule 15 of the *Legal Profession Admission Rules 2005* to superintend the qualification of candidates for admission and to advise the Board in relation to the accreditation of academic and practical training courses.

The membership of the Legal Qualifications Committee and its Sub-Committees during 2011/2012 is set out below.

Members of the Legal Qualifications Committee

The Honourable Justice White (Chairperson)
 The Honourable Justice Davies (Deputy Chairperson)
 The Honourable Associate Justice Hallen
 Mr John Fernon SC
 Ms Susan Leis
 Ms Elizabeth Picker
 Ms Mary Macken
 Mr Charles Cawley
 Mr John Dobson
 Mr Greg Ross
 Mr Richard Harris
 Professor Ainslie Lamb AM
 Ms Jenny Eggleton
 Dr Gordon Elkington
 Mr Peter Underwood
 Secretariat: Ms Robin Szabo

Academic Exemptions Sub-Committee

The Honourable Justice White
Dr Gordon Elkington
Mr Peter Underwood
Secretariat: Ms Monika Bhattacharya

Practical Training Exemptions Sub-Committee

Professor Ainslie Lamb AM
Mr Greg Ross
Ms Elizabeth Picker
Secretariat: Ms Monika Bhattacharya

Accreditation Sub-Committee

Mr Richard Harris
Mr Charles Cawley
Professor Ainslie Lamb AM
Secretariat: Ms Louise Pritchard

The Legal Qualifications Committee (LQC) and its Practical Training Exemptions Sub-Committee met seven times during the financial year to perform the tasks allocated under the Board's Rules. The Academic Exemptions Sub-Committee met on a frequent basis to determine applications for academic exemptions. This year has seen an increased number of applications determined by the Sub-Committees, with an 18% increase of academic exemption applications and 27% of practical training exemption applications. Both the LQC and its Sub-Committees worked closely with the Board to resolve issues that arose in regards to the assessment of applicants from overseas who sought entry to the legal profession in Australia. The LQC dealt with appeals from its sub-committee decisions as well as requests for extensions of the period of validity of academic and practical training exemptions. It also considered applications from students-at-law who sought approval under rule 97(9) to apply for exemptions on the basis of studies undertaken elsewhere after registration as a student-at-law with the Board.

The LQC and its Sub-Committees made recommendations to the Board on changes and procedures proposed by the Law Admissions Consultative Committee (LACC) in applying the Uniform Principles for the assessment of the qualifications of overseas applicants or practitioners, including assessment of the qualifications from applicants from the UK and Ireland where the applicant had completed the Common Professional Examination (CPE) or Graduate Diploma in Law (GDL) but had not been admitted in their home jurisdiction and granting of PLT exemptions to UK and Irish applicants who are not admitted. Proposed Standards for PLT courses and Providers, developed by the Victorian Council of Legal Education were also reviewed. Concerns arising from the Accreditation Sub-Committee about the dilution of courses and substitution of PLT subjects for academic subjects led the Committee to recommend to the Board in 2011 that certain law degrees not be accredited until those concerns were addressed. The duration of legal studies also continues to be an issue for ongoing discussion.

Dr Elkington and Mr Underwood kindly agreed to address the Administrators of Australasian Law Admitting Authorities (AALAA) at their meeting, hosted by the Board, in September 2011 and provided information to other jurisdictions about how

the Academic Exemption Sub-Committee assess overseas qualifications and deal with applicants when a mark of less than 50% has been awarded.

Examinations Committee

The Examinations Committee is constituted pursuant to rule 27 of the *Legal Profession Admission Rules 2005* to oversee the content and conduct of the Legal Profession Admission Board's (the Board) examinations and the candidatures of students-at-law enrolled in the *Diploma in Law* Course. The Committee for this purpose works closely with the Law Extension Committee (LEC) of the University of Sydney.

The Examinations Committee has just completed its tenth year of operation. The membership of the Examinations Committee and its Sub-Committees during 2011/2012 are set out below.

Members of the Examinations Committee

The Honourable Justice Simpson (Chairperson)
The Honourable Justice Hall
Mr Michael Christie SC
Mr John Dobson
Mr Frank Astill
Mr Ross Anderson
Ms Susan Carter
Secretariat: Ms Robin Szabo (assisted by Ms Angela Stevens)

Curriculum Sub-Committee

Mr Michael Christie SC
Mr Ross Anderson
Mr Frank Astill
Secretariat: Ms Robin Szabo

Performance Review Sub-Committee

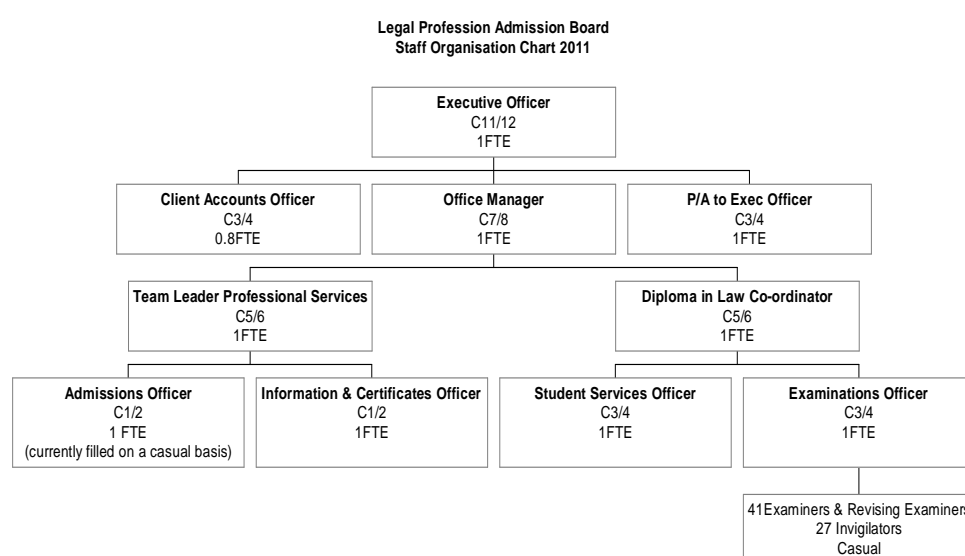
The Honourable Justice Hall (Chairperson)
Mr Frank Astill
Mr John Dobson
Secretariat: Ms Robin Szabo

Quality Sub-Committee

Mr Frank Astill
Mr Ross Anderson
Ms Susan Carter
Secretariat: Ms Robin Szabo

In the 2011/2012 financial year the Examinations Committee and its Sub-Committees proceeded with course related tasks, including appointing Examiners, hearing applications and reviewing Sub-Committee determinations. With Members' agreement several of the Committee's meetings this year were held electronically. Recommendations were adopted to amend the Board's prize policy to recognise the changes to the assessment regime (where assignment marks are now counted to the students overall subject mark) and to introduce an eligibility requirement to only permit students who were studying for the Diploma in Law and exclude overseas qualified practitioners who were undertaking a small number of subjects to top up

their qualifications. The Committee also considered an issue raised by the LEC relating to academic misconduct involving use of the Internet to place an advertisement seeking assistance with completion of an assignment. A policy was also established to deal with the recycling of examination questions, which has been set out in the memorandum of responsibilities sent to Examiners and included in each contract. A number of unfortunate and unforeseen incidences occurred during the March 2012 examinations, including printing problems and the impact of flooding. Measures have since been introduced to ensure a more rigorous quality checking process is in place and procedures are being developed to deal with unforeseen disasters. The Committee also endorsed a proposal to the Board to make the elective subject of Understanding Legal Language and Legislation a compulsory subject. The Committee continues to monitor the performance of all subjects to maintain the quality of the standard of tuition offered to ensure that the Board's course remains of the highest standard.



The LPAB has 11 full time equivalent staff. Grading including gender distribution is provided below.

Grade	Female	Male
Clerk 11/12	1	
Legal Officer I-III	1.6	
Clerk 7/8	1	
Clerk 5/6	1	1
Clerk 3/4	2.8	1
Clerk 1/2		1

The LPAB also employs 41 Casual Examiners & Revising Examiners and 27 Casual Exam Invigilators and engages short term temporary assistance during enrolments, examinations and on admission days.

REVIEW OF OPERATIONS

Admission of Lawyers

To be admitted as a lawyer to the Supreme Court of New South Wales, a person must be eligible and suitable for admission. To be eligible, a person must satisfy academic and practical training requirements. An applicant who does not meet the criteria for exemption will also be required to demonstrate English language

proficiency. To be suitable, a person must be considered to be fit and proper to be admitted. The Board advises the Supreme Court that it considers a person eligible and fit and proper by means of a compliance certificate. Board staff perform all of the administrative tasks associated with the organisation and conduct of Admission Ceremonies that are held in the Banco Court of the Supreme Court of New South Wales. The requirements for admission are outlined in rules 95 and 96 of the [Legal Profession Admission Rules 2005](#). The table below shows the number of admissions in 2011/2012.

Admissions	Total Admitted 2011/2012
Local (qualifications obtained wholly or partly in Australia)	1778
Overseas (admitted outside Australia or New Zealand)	86
Total	1864

Mutual Recognition

Admissions under Mutual Recognition Acts are not included. In 2011/2012, there were 95 New Zealand legal practitioners who were admitted to the Supreme Court of New South Wales under the *Trans Tasman Mutual Recognition Act 1997*. The court provides the Board with copies of the orders for entry to the Roll of Lawyers. Mutual recognition applications from Australian States and Territories have all but ceased, following the enactment of legislation that allows recognition of interstate practising certificates in all jurisdictions except South Australia.

Academic and Practical Legal Training exemptions

The Board receives applications from persons who seek exemption from some or all of the Board's examinations on the basis of studies completed at recognised universities in an Australian State or Territory or overseas. It also receives requests from eligible applicants who seek exemption from some or all of the practical legal training (PLT) competencies. The Legal Qualifications Committee and its Sub-Committees review the applications for exemptions, requests for review and other miscellaneous applications. Applications are increasingly being received from a diverse range of countries including non-English speaking countries such as Nigeria, Brazil, Columbia, Romania, Pakistan, Namibia, Ukraine, Jordan, Poland, Peru, Iran, Egypt and Botswana.

Operation	2011/12
Number of Academic Exemptions processed	454
Number of applications for academic exemption assessed within 4-6 weeks of receipt	*93%
*The decreased processing time was due to the unexpected absence of one sub-committee member. There are 3 reporting quarters of applications assessed that exceed the target.	
Number of PLT exemptions granted	123

Diploma in Law Course

The *Diploma in Law Course* is an attractive alternative to a degree from university because it offers an affordable and flexible means of studying law. People who seek admission to the Board's course must apply for registration as a student-at-law to be eligible to enrol. Under the Board's rules, a student-at-law who enrolls for the Board's

examinations must also enrol in the corresponding course of instruction conducted by the University of Sydney's Law Extension Committee (LEC). The LEC was established by the Senate of the University of Sydney in 1964 for such a purpose.

The LPAB works closely with the LEC in the administration of the *Diploma in Law* Course. The LEC provides tuition in the 26 subjects that comprise the Diploma in Law curriculum and students must complete 17 compulsory and 3 elective subjects.

The *Diploma in Law* Course has two enrolment intakes each year. Enrolments are usually held in the last week of October and April for the sessions with lectures commencing in November and May with examinations in the first week of March and September. Deadlines for applications for registration for intending students-in-law who seek to enrol in the November and May sessions are 1 September and 1 March respectively. Orientation weekends are held immediately prior to the commencement of semester.

Operation	2011/12
Applications for registration of new Students-at Law	570
Number of Student-at-law applications processed within 48 hours	90%
Total number of student enrolments	4945
Number of valid course enrolments processed within 7 days of receipt	95%

Operation	2011/12
Total number of Students awarded Diploma in Law	144
Term 2 2011	69
Term 1 2012	75

Examination Assessment

A hallmark of the *Diploma in Law* Course has been the requirement to pass an exam worth 100% of assessment. Recent changes approved by the Examinations Committee and adopted by the Board, now allow each subject to include an assignment component worth 20% of the final mark and the exam 80%. The new assessment structure does not change the eligibility requirements under the Board's Rules for sitting an exam, as students must still satisfactorily complete the requirements of the course in order to sit for the examination in that subject. The change has been closely monitored and does not appear to have had any significant impact to the overall examination results.

The scheduled examination locations include Sydney, Parramatta, Albury, Armidale, Broken Hill, Canberra, Dubbo, Lismore and Newcastle.

Semester	No. of enrolments	No. of exams sat	No. of students
2011 – Semester 2	2410	2059	1275
2012 – Semester 1	2535	2099	1319

Registration of Public Notaries

The LPAB administers the appointment of Public Notaries in NSW. The Executive Officer of the LPAB is the Registrar of Public Notaries and maintains the Roll of Public Notaries. Public Notaries are appointed by the Supreme Court of New South Wales pursuant to the Public Notaries Act 1997 and the [Public Notaries Appointment](#)

[Rules 1998](#). In exercising its functions, the Board may consult with The Society of Notaries of New South Wales Incorporated. A public notary deals with non-contentious matters usually concerned with documentation required by a client for use overseas. Common tasks involve estates, deeds, powers-of-attorney, and foreign and international business. Registration and appointment of Public Notaries occurs biannually. The Board is currently in the process of drafting reforms to the Act and Rules in response to issues raised by Public Notaries and the Society of Notaries of NSW Inc.

Operation	2011/12
Appointment of Public Notaries	65
Total number registered	844

Publications 2011-12

The LPAB ensures that it maintains clear and relevant information in hardcopy and on its website. The following are the current publications.

Publication	Description
A Pathway to Legal Practice Brochure	An Information Brochure on the LPAB Diploma in Law Course
Board Calendar 2011 & 2012	The Board's Calendar of yearly events i.e. admission ceremonies and closing dates, student registration and enrolment deadlines, examination results publication dates and various Committee agenda deadlines and meeting dates
Diploma in Law Course information Handbook	Course information handbook published each semester
Examination Papers	Examination papers for the past 3 semesters

APPENDIX A – INTERNAL AUDIT AND RISK STATEMENT

Internal Audit and Risk Management Statement for the 2011-2012 Financial Year for the Legal Profession Admission Board (LPAB)

I, Robin Szabo, Executive Officer on behalf of the Legal Profession Admission Board am of the opinion that the Legal Profession Admission Board (LPAB) has internal audit and risk management processes in place and operating that are, excluding the exceptions described below, compliant with the core requirements set out in Treasury Circular NSW TC 09/08 *Internal Audit and Risk Management Policy*.

I, Robin Szabo, Executive Officer on behalf of the Legal Profession Admission Board am of the opinion that the internal audit and risk management processes for the Legal Profession Admission Board depart from the following core requirements set out in Treasury Circular NSW TC 09/08 and that (a) the circumstances giving rise to these departures have been determined by the Portfolio Minister and (b) the Legal Profession Admission Board has implemented the following practicable alternative measures that will achieve a level of assurance equivalent to the requirement:

Ministerially Determined Departure	Reason for Departure and Description of Practicable Alternative Measures Implemented
<p>Core Requirement 1: Internal Audit Function Core Requirement 2: Audit and Risk Committee; Core Requirement 3: Independent Chairs and Members; Core Requirement 4: Model Charter and Committee Operations Core Requirement 5: Risk Management Standards Core Requirement 6: Internal Audit Standards</p>	<p><input type="checkbox"/> The LPAB is a small statutory body (constituted by provisions in Part 7 of the <i>Legal Profession Act 2004</i>) where the lack of resources and cost burden of establishing an independent Audit & Risk Committee would materially impact on the LPAB's operations and budget. Consequently the LPAB obtained a determination from the Attorney General for exemption from compliance requirements in regards to the establishment of an independent Audit and Risk Committee.</p> <p><input type="checkbox"/> The LPAB has in place an alternate arrangement that will achieve outcomes equivalent to the core requirements; the LPAB was granted approval to share in the Department of Attorney General and Justice (DAJG) "cluster" arrangement of internal audit and risk management framework. The LPAB is subject to all DAGJs internal audit and risk management systems including the DAGJ Audit and Risk Committee, internal audit function including a Chief Audit Executive and risk management processes. As the DAGJ internal audit and risk management governance and processes comply with Treasury Policy, by virtue of the LPAB sharing in the Department's internal audit and risk management system, enables the LPAB to also comply with Policy requirements.</p>

I, Robin Szabo, Executive Officer on behalf of the Legal Profession Admission Board am of the opinion that the shared service /policy cluster equivalent with the Department of Attorney General and Justice for the LPAB is constituted and operates in accordance with the independence and governance requirements of Treasury Circular NSW TC 09/08. The information relating to the Chair and Members of the Audit and Risk Committee are contained within the DAGJ cluster arrangement; specifically, reference is made to the Department of Attorney General and Justice Audit and Risk Committee Charter for the following information:
independent Chair (term of appointment)
independent Member 1 (term of appointment) etc.
non-independent Member 1 (term of appointment) etc.

These processes, including the practicable alternative measures implemented, provide a level of assurance that enables the senior management of the LPAB to understand, manage and satisfactorily control risk exposures.

Department Head or in accordance
with a resolution of the Governing
Board of the Statutory Body



Executive Officer
Legal Profession Admission Board

APPENDIX B – ABBREVIATIONS

AALAA	Administrators of Australasian Law Admitting Authorities
DAGJ	Department of Attorney General and Justice
EC	Examinations Committee
LACC	Law Admissions Consultative Committee
LEC	Law Extension Committee
LPAB	Legal Profession Admission Board
LQC	Legal Qualifications Committee
PLT	Practical Legal Training
TEQSA	Tertiary Education Quality and Standards Agency

APPENDIX C-AUDITED FINANCIAL STATEMENTS-2011/2012