Legal Aid Clinic (LAC)
2020 Information Booklet

Graduate Diploma of Legal Practice
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1. Foreword

Welcome to the Legal Aid Clinic (‘LAC’) which provides legal practice experience (LPE) days for ANU GDLP and MLP students.

LAC enables you to experience and build your legal practice awareness and skills in a legal aid practice environment. You will interview clients and provide assistance under supervision, observe, report and receive mentoring from experienced legal practitioners.

LAC Instructors, Legal Aid ACT staff and students work together in LAC. The placement encourages a reflective and self-critical approach, stresses client care, practice efficiency, and solution based legal practice techniques.

Students who undertake LAC include those who have not been in a legal office before, have no experience with clients, and have not been to a court or a tribunal. Other students have considerable prior work experience in a variety of professional disciplines. Student work is closely supervised and legal subject knowledge is not a pre-requisite.

Feedback from completing students and from graduates now in legal practice indicates that this program generally plays an important part in building student awareness and confidence in preparing for legal practice.

We look forward to working with you in a LAC placement in 2020. The schedule for Semester One is described in detail in this booklet. The schedule for Semester Two has not been finalized, however students are invited to join a LAC Wait List for places in Semester Two.

Peter Sutherland
Convenor
2020 Legal Aid Clinic
2. Introduction

The Legal Aid Clinic (LAC) placement is a clinical (i.e. live client) program which is available in Canberra to students undertaking the ANU College of Law GDLP or MLP. Completion of the LAC placement can count towards GDLP Legal Practice Experience (LPE) requirements as detailed below.

The LAC placement is provided by the ANU College of Law in conjunction with Legal Aid ACT, the Commonwealth Administrative Appeals Tribunal (AAT) and the ACT Civil and Administrative Tribunal (ACAT). The Legal Aid Clinic, which was previously called the Supervised Internship Program (SIP), began in 1997 and previously ran six times a year in six week sessions.

In Semester One 2020, LAC will operate in two modes: three or four weeks full-time for 15 or 20 days of LPE; and seven to 10 weeks part-time on Mondays and Fridays for 15 days or 20 days LPE, in sessions commencing on Friday 31 January 2020 and concluding on Monday 22 June 2020. Students will have the opportunity to undertake 10, 15 or 20 days LPE.

LAC Semester Two is expected to commence with a Workshop on Friday 31 July 2020 and continue through until Friday 20 November 2020.

LAC provides an intensive clinical experience and directly assists about 400 clients a year, with student exposure to about 1,000 clients a year.

LAC consists of a two hour orientation Workshop, followed by a supervised placement, primarily on-site at the office of Legal Aid ACT. The full-time mode also includes a separate placement at ACAT or the AAT on Tuesdays to Thursdays each week.

LAC is only available in Canberra and only on the dates indicated in the LAC Timetable.

2.1. Information Sessions

A short information session about LAC is presented during each Becoming a Practitioner (BAP) course in Canberra. Completion of BAP is a prerequisite for commencing LAC. It is possible to commence LAC on the first Monday after completion of a BAP course, if there are vacancies. Early enrolment is advised and a waiting list is maintained for the LAC Session of your choice.

2.2. Convenor and Teaching Staff

The LAC Convenor is:

- Peter Sutherland: ph: 0428 264 342 email: peter.sutherland@anu.edu.au

Student inquiries about participating in, or enrolling in, LAC should be directed to the LAC Convenor: peter.sutherland@anu.edu.au.

In Semester One 2020, the following LAC Instructors will work on a roster basis:

- Peter Christensen
- Roberta McRae
- Michael Eburn
- Peter Sutherland
- Er-Kai Wang

Legal Aid ACT staff in the Criminal Law and General Law Sections also guide you in the LAC placement, together with legal staff at the AAT and ACAT.
2.3. Administrative Staff

The GDLP/MLP Student Administration team can give you general information on the LAC placement:

T: 02 6125 3483; E: enquiries.law@anu.edu.au

2.4. LAC Placement Eligibility

You are eligible to undertake the LAC placement if you are enrolled in the ANU GDLP or MLP and have completed the Becoming a Practitioner intensive course before the commencement of your LAC session.

For information about the ANU GDLP:

- legalpractice.anu.edu.au/gdlp

For course dates and locations in relation to the Becoming a Practitioner intensive course:

- legalpractice.law.anu.edu.au/gdlp/becoming-practitioner-choose-date-and-city

2.5. Course Credit – LPE Days

Legal Practice Experience (LPE) requirements consist of placement for 80, 50 or 20 days. A minimum of 15 days must be completed within the new National concurrency and frequency rules (placement during the GDLP coursework period for at least 2 days a week). The LPE Guidelines are available on the GDLP website.

The LAC Full-Time placement and the LAC Part-Time placement provide 10, 15 or 20 days of LPE, at the student’s choice.

2.6. Applying to Participate in LAC

The LAC placement does not have a course code, unit value, or class number and you do not enrol in it on ISIS.

To apply to participate in LAC:

- Look at the LAC Timetable, which identifies five Full-Time Sessions and two Part-Time sessions in Semester One 2020, and find the Session(s) on the timetable which suit you (and are after you have completed the Becoming a Practitioner course).

- Email the LAC Convenor expressing your interest in LAC and which mode and session time(s) are suitable. Your LAC Workshop date will be the date for the workshop which most closely precedes commencement of your session.

Convenor: peter.sutherland@anu.edu.au

The Convenor will ask you to indicate your areas of interest and to submit a short CV. Enrolments will be confirmed by email and you will be asked to complete the LAC Student Agreement.

For Semester two, email the LAC Convenor asking to be placed on the Wait List for that Semester.

If you are enrolled in LAC, but are unable to undertake the placement, you must immediately advise the LAC Convenor so that your place can be reallocated.
Conflict of Interest

As a general rule legal practitioners cannot act for, or advise a person where they, or their firm, has a conflict of interest. This includes work done by lawyers employed by Legal Aid Commissions, Community Legal Centres, Aboriginal and Torres Strait Islander Legal Services and legal work done without charge (pro bono).

This is based on the duties lawyers have towards their clients i.e.:

- The duty to act in the best interests of each client. This includes dealing with the client free of the influence of any interest which may conflict with a client's best interests. See Rule 4 “Other Fundamental Ethical Duties” in the ACT Legal Profession (Solicitors) Conduct Rules 2016.
- The duty of confidentiality – in general terms, unless the client consents the practitioner may not disclose client in confidence information to anyone other than partners or employees of their firm. This duty continues indefinitely i.e. after the practitioner ceases to act for the client and if the client dies.
- The duty not to accept a retainer to act for another person in any action or proceedings against or in opposition to a current or former client.

The rules about conflict of interest apply to actual and perceived conflicts of interest. A perceived conflict is where a current or former client might reasonably conclude there is a real possibility of breach of that client's confidentiality or the practitioner's duty to that client.

In relation to the LAC placement, examples of possible conflicts of interest in relation to students include:

- You are employed by, or have another close connection with an agency which may give rise to an actual or perceived conflict of interest for you in undertaking legal related work at the Legal Aid ACT Office (e.g. Centrelink, Australian Federal Police, Director of Public Prosecutions).
- You, or someone with whom you have or have had a close connection, are a client of Legal Aid ACT, a witness in a case where the Office has acted or is providing representation, or a party in litigation against the Legal Aid Office.

Students seeking to participate in the LAC placement are required to declare whether they may have an actual or perceived conflict of interest. Students who are unsure whether there may be a conflict of interest are welcome to contact the LAC Convenor: peter.sutherland@anu.edu.au. This discussion will be confidential. If you then decide to apply to undertake LAC, you will outline any possible conflict of interest on the Student Agreement.

The Student Agreement also includes provision for you to authorise the ANU College of Law to provide a copy of the Agreement to Legal Aid ACT, ACAT and the AAT for a conflict check to be completed.
3. LAC Overview

3.1. Aims

The LAC placement aims to:

- Extend student awareness of the services provided by Legal Aid ACT, other non-profit legal services in the ACT and Australia and legal aid type career options;
- Extend student awareness of the role and operation of the AAT and ACAT, and their important contribution to access to justice in the ACT;
- Encourage, promote and validate student aspirations to promote access to justice and equality before the law; and
- Encourage students to critically consider approaches to legal practice including the roles of lawyers in relation to individual clients and social justice.

LAC is designed to build practical legal skills, including:

- client interviewing skills
- legal problem solving,
- familiarity with legal practice routines
- legal research, letter writing and drafting, and
- tribunal advocacy and tribunal hearing room etiquette.

Students come to the LAC placement with different knowledge and skills. All students are supervised and we try as much as possible to shape the experience to individual learning needs.

3.2. LAC Placement Requirements

In Semester One 2020, LAC will have two modes of operation: three or four weeks full-time (15 or 20 LPE days); and seven to 10 weeks part-time (15 or 20 LPE days).

The Full-Time mode runs in four week sessions and consists of:

- A 2 hour LAC Workshop on-site at Legal Aid ACT from 4.00 pm to 6.00 pm on the scheduled Workshop day,
- Participation in LAC on six or eight on-site Mondays and Fridays from 9.15 am (or earlier depending on your tasks) until approximately 5.45 pm.
- Participation in the feedback session held at the end of each on-site day (usually commencing 4.30pm and completed by 5.45 pm).
- Completion of a student activity log for each on-site LAC day.
- Completion of a separate 9 or 12 day placement at either the AAT or ACAT, under the supervision of tribunal legal staff.
The **Part-Time** mode runs in seven to 10 week sessions and consists of:

- A 2 hour LAC Workshop on-site at Legal Aid ACT from 4.00 pm to 6.00 pm on the scheduled Workshop day, together with observation at the Supreme Court from 9am to 3.30pm on the Workshop day,
- Participation in LAC on each of 14 or 19 on-site Mondays and Fridays from 9.15 am (or earlier depending on your tasks) until approximately 5.45 pm.
- Participation in the feedback session held at the end of each on-site day (usually commencing 4.30pm and completed by 5.45 pm).
- Completion of a student activity log for each on-site day.

The Part-Time mode may involve a 6 - 8 day placement at ACAT for some students, depending on availability of places.

### 3.3. LAC Workshop

You **MUST** attend a LAC Workshop before your first on-site day. Most LAC days are very busy and the Workshop covers essential information - including where to start the day! If you miss your workshop you need to contact the LAC Convenor immediately.

The LAC Workshops are held at the Legal Aid ACT office in Childers Square, Canberra City with the entrance at 2 Allsop Street from 4pm to 6pm. Please go to Legal Aid Reception to be directed to the Workshop Room.

The LAC Workshop dates in Semester One 2020 are at 4.00pm on:

- Friday 31 January: FT Session 1 & PT Session 1.
- Friday 28 February: FT Session 2 (also alternate for PT Session 2 - early start).
- Friday 27 March: FT Session 3 and PT Session 2
- Friday 24 April: FT Session 4 (also alternate for PT 2 – 15 days LPE)
- Friday 22 May: FT Session 5

### 3.4. LAC On-site Component

The LAC placement is based around the Legal Aid ACT initial interview and short assistance service. Under supervision, you will help with interviews and follow-up issues with clients. Other tasks include supervised and independent court and tribunal observations, legal research and legal casework tasks.

Each day on-site follows a routine (see Appendix 1). The routine is also explained at the Orientation Workshop. The routine ensures that the placement runs smoothly and will help familiarise you with legal office procedures.

You will be based with the instructor/s in the LAC Clinic Room which is near Legal Aid reception on the ground floor. Client interviews are conducted in the interview rooms nearby.

There will be up to 7 students working in the LAC placement at one time — each of you will work to an individual program. Each student’s program is mapped out, normally in the group session, from the Activity Streams (see Appendix 2).
3.5. Feedback

As well as receiving feedback, help and direction from the instructor/s and Legal Aid staff during the day, a group feedback session is held at the end of each day. During this session you will report on your work and observations during the day and points of particular interest, particularly relating to skills development, will be discussed.

3.6. Assessment and Grading

The LAC placement is graded as Course Requirement Satisfied (CRS).

The LAC placement must be undertaken in full for the program option you choose. Partial completion of the LAC placement may be regarded as non-completion. Partial completion of less than five days will not provide any credit towards LPE requirements.

In the Full-Time mode, LPE is certified separately for the LAC component (6 or 8 LPE days) and the tribunal component (9 or 12 LPE days).

You will have satisfied the LAC placement requirements if you have:

- Applied yourself adequately on-site
- Demonstrated the ability to relate appropriately with clients
- Completed and submitted your daily student log, and
- Demonstrated, through the log and in general, a reflective and self-critical approach to developing legal skills.

3.7. AAT and ACAT Placements

LAC students enrolled in a LAC Full-Time Session undertake a 9 or 12 day placement with either the AAT or the ACAT (on Tuesdays to Thursdays) during the LAC program. These tribunal placements are arranged by the LAC Convenor but are a separate placement from LAC for LPE purposes and require an LPE Report to be prepared by the supervisor at the relevant tribunal. Students are asked to provide a short CV for the information of the relevant tribunal.

Students in each Part-Time Session may undertake a 5 - 8 day placement with ACAT on a similar basis to the full-time students (but on Mondays and Fridays).
### 4. LAC Timetable – Semester One 2020

#### 4.1. LAC Full-time Sessions (including Tribunal Placement)

**Session FT1**

LAC Workshop: Friday 31 January 2020 (4 – 6pm)

| Mon 3 – Fri 7 Feb | Mon 10 – Fri 14 Feb | Mon 17 – Fri 21 Feb | Mon 24 – Fri 28 Feb |

**Session FT2**

LAC Workshop: Friday 28 February 2020 (4 – 6pm)

| Mon 2 – Fri 6 Mar | Tues 10 – Fri 13 Mar | Mon 16 – Fri 20 Mar | Mon 23 – Fri 27 Mar |

*Please note: Canberra Day Public Holiday Monday 9 March 2020*

**Session FT3**

LAC Workshop: Friday 27 March 2020 (4 – 6pm)

| Mon 30 Mar - Fri 3 Apr | Mon 6 – Thurs 9 Apr | Tues 14 - Fri 17 Apr | Mon 20 – Fri 24 Apr |

*Please note: Good Friday 10 April, Easter Monday 13 April 2020*

**Session FT4**

LAC Workshop: Friday 24 April 2020 (4 – 6pm)

| Mon 27 Apr - Fri 1 May | Mon 4 – Fri 8 May | Mon 11 – Fri 15 May | Mon 18 – Fri 22 May |

**Session FT5**

LAC Workshop: Friday 22 May 2020 (4 – 6pm)

| Mon 25 - Fri 29 May | Tues 2 – Fri 5 June | Tues 9 – Fri 12 June | Mon 15 – Fri 19 June + Mon 22 June |

*Please note: Public Holidays: Reconciliation Day Mon 1 Jun, Queens Birthday Mon 8 June 2020*

#### 4.2. LAC Part-time Sessions

**Session PT1**

LAC Workshop: Friday 31 January 2020 (4 – 6pm)

| Fri 31 Jan | Mon 17 & Fri 21 Feb | Mon 2 & Fri 6 Mar | Mon 16 & Fri 20 Mar |

| Mon 3 & Fri 7 Feb | Mon 24 & Fri 28 Feb | Fri 13 Mar | Mon 23 & Fri 27 Mar |

| Mon 10 & Fri 14 Feb | 4 more days for 20 days LPE |

**Session PT2**

LAC Workshop: Friday 27 March 2020 (4 – 6pm) (Alternate for 15 days LPE: Fri 24 April)
Appendix 1: LAC – Office Daily Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30 – 9.15am</td>
<td>Students arrive at LAC Room or other locations as allocated in accordance with the Activity Chart.</td>
</tr>
<tr>
<td>9.15am</td>
<td>Students doing Interviewing at the LAC Clinic Room obtain a copy of the appointments for the day from the Legal Aid receptionist and check for any personal conflicts of interest. The Interview Schedule is written up on the white board in the Clinic Room.</td>
</tr>
<tr>
<td>9.30am</td>
<td>1 interview scheduled</td>
</tr>
<tr>
<td>10.00am</td>
<td>1 interview scheduled</td>
</tr>
<tr>
<td>10.45am</td>
<td>1 interview scheduled</td>
</tr>
<tr>
<td>11.15am</td>
<td>1 interview scheduled</td>
</tr>
<tr>
<td>12.00pm</td>
<td>1 interview scheduled</td>
</tr>
<tr>
<td>12.15 - 1.30pm</td>
<td>Lunch break (staggered for each LAC student)</td>
</tr>
<tr>
<td>1.15pm</td>
<td>1 interview scheduled</td>
</tr>
<tr>
<td>1.45pm</td>
<td>1 interview scheduled</td>
</tr>
<tr>
<td>2.30pm</td>
<td>1 interview scheduled</td>
</tr>
<tr>
<td>3.00pm</td>
<td>1 interview scheduled</td>
</tr>
<tr>
<td>3.30pm</td>
<td>1 interview scheduled</td>
</tr>
<tr>
<td>4.00pm</td>
<td>Students ensure work is moving to completion for the day. All work to be checked off and all LAC advice sheets completed for return to solicitor. Students complete daily activity logs.</td>
</tr>
</tbody>
</table>
4.30pm | Student group discussion, feedback in Meeting Room on Ground Floor. Check work assignment for following week

5.30 – 5.45pm (approx.) | Student day concludes.

Further Explanation of the Daily Routine

1. Students accompanying the Legal Aid duty lawyers are responsible for introducing themselves to the paralegals in the relevant section, ensuring the solicitor is aware they are waiting to accompany them and making sure they accompany the solicitor/s.

2. Student undertaking LAC client interviews on a particular day are responsible for ensuring a copy of the appointment list is obtained from the receptionist and possible personal conflicts are identified. Enter the Daily Schedule on the white board in the LAC Clinic Room.

3. When a client arrives for an interview Reception phones the LAC Clinic Room (ph. 6243 3450) or writes the time of arrival on the LAC white board. It normally takes about five minutes from this point for the client to complete the client details on the advice sheet which the Reception gives to them. The student who takes the call from Reception is responsible for entering the client’s arrival time on the white board and for telling the instructor that the client is waiting. When answering the LAC phone say ‘Legal Aid Clinic’ and your first name.

4. Where appropriate and upon a request by an instructor, students conduct a pre-interview with the client to obtain an overview of the client’s issues. First you must collect the advice sheet from Reception and identify the client in the Reception area. At the beginning of this interview you must explain to the client that you are not a solicitor and explain the function of the pre-interview. At the end of the pre-interview, get the instructor from the LAC Clinic Room and summarise the matter to the instructor in the presence of the client. Pre-interviews take place in the interview rooms next to Reception. If these are full, the interview rooms at Level 1 may be used.

5. Students should practice note taking during client interviews. The instructor will check and comment on your notes and the notes will, if suitable, form part of the record of the interview. Notes should be made on plain white paper and on one side only to facilitate scanning of the notes.

6. When you are with the solicitor in an interview, you will normally be seated next to the solicitor and you will assist with the interview. Do not retain original documents. If necessary to follow-up, make a photocopy of them and return the originals to the client.

7. You may be asked to prepare a written File Note on the interview, using a standard template on the LAC computers’ desktops.

8. After an interview, if there is no follow-up, relevant notes will be pinned to the original advice sheet. You must ensure the advice sheet is properly coded and checked by the instructor. Return completed advice sheets to the instructor’s desk. The instructor will take responsibility for taking advice sheets to the Legal Aid Client Services Unit (CSU) at the end of the day. The CSU enters statistics from the advice sheets and files the advice sheets.

9. If follow-up is allocated to you from a client interview, you will discuss the task with the instructor to ensure the task is attended to efficiently and appropriately. If necessary, another student may be assigned to help. On completion, your work must be checked by an instructor. No letters or client-related phone calls etc. are to be made without checking with an instructor.

10. Always feel free to ask the instructors for advice or feedback on tasks or more generally on legal practice issues. Student training and development is a primary function of LAC, as is the provision of quality legal services to the ACT community.
11. The feedback session begins at 4.30pm in the Ground Floor Meeting Room. This involves the instructor(s) and all students. Students working off-site during the day should, unless otherwise approved by the instructor, be back at the Clinic room for the start of the feedback session. Students should not leave their activity to return to the Wrap-up if the activity is still underway. Report back at the next Wrap-up session.

Appendix 2: LAC Activity Streams

The following is an indicative table of the LAC Activity Streams which apply on each LAC day (see the notes below).

Students undertaking LAC will undertake at least two sessions of client interviews and follow up.

<table>
<thead>
<tr>
<th>Option</th>
<th>MONDAYS</th>
<th>FRIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Client interviews and follow up</td>
<td>Client interviews and follow up</td>
</tr>
<tr>
<td>2</td>
<td>Client interviews and follow up</td>
<td>Client interviews and follow up</td>
</tr>
<tr>
<td>3</td>
<td>ACAT Intern (PT LAC student)</td>
<td>ACAT Intern (PT LAC student)</td>
</tr>
<tr>
<td>4</td>
<td>Criminal Duty Lawyer (Bail List)</td>
<td>Criminal Duty Lawyer (Bail List)</td>
</tr>
<tr>
<td>5</td>
<td>Family Law - Legal Aid Duty Lawyer Service at Federal Circuit Court. PM: Observation at FCC</td>
<td>Family Law - Legal Aid Duty Lawyer Service at Federal Circuit Court. PM: Observation at FCC</td>
</tr>
<tr>
<td>6</td>
<td>Domestic Violence Duty Lawyer Service at Magistrates Court</td>
<td>Domestic Violence Duty Lawyer Service at Magistrates Court</td>
</tr>
<tr>
<td>7</td>
<td>ACAT Mental Health. AM in Civic; PM at Canberra Hospital</td>
<td>XXX</td>
</tr>
<tr>
<td>8</td>
<td>Tribunal Observation (AAT/ACAT)</td>
<td>Tribunal Observation (AAT/ACAT)</td>
</tr>
<tr>
<td>9</td>
<td>Supreme Court/Magistrates Court Observation</td>
<td>Supreme Court/ Magistrates Court Observation</td>
</tr>
<tr>
<td>10</td>
<td>Federal Circuit Court (Judge Hughes)</td>
<td>Federal Circuit Court (Judge Hughes)</td>
</tr>
<tr>
<td>11</td>
<td>Queanbeyan Local Court</td>
<td>XXXX</td>
</tr>
<tr>
<td>12</td>
<td>High Court Observation</td>
<td>High Court Observation</td>
</tr>
</tbody>
</table>

Note:

Special provision will be made when matters of particular interest arise e.g. a jury being empanelled in the Supreme Court; cases of particular note in the High Court, community legal education sessions and special meetings at or relating to Legal Aid.
## Activity Streams Explained

<table>
<thead>
<tr>
<th>Option</th>
<th>Location</th>
<th>Start Time</th>
<th>Activity Details</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1. 2   | LAC Room | 9:15am     | Client interviews and follow up  
Assist with client interviews including pre-interview practice. Undertake follow-up tasks as required. | |
| 3      | ACAT Intern | 8:30am | ACAT Placement  
1 PT LAC student will work as an Intern at ACAT for 6-8 Mondays and Fridays | ACAT Placement  
1 PT LAC student will work as an Intern at ACAT for 6-8 Mondays and Fridays |
| 4      | Criminal Section - Legal Aid ACT | 8:40am | Criminal Duty Lawyer (Mon)  
Attend the Bail List (Criminal) ACT Magistrate’s Court with Legal Aid Duty Solicitor. This will usually include interviews in the Police cells. | Criminal Duty Lawyer (Fri)  
Attend the Bail List (Criminal) ACT Magistrate’s Court with Legal Aid Duty Solicitor. This will usually include interviews in the Police cells. |
| 5      | General Section – Legal Aid ACT | 9:45am | Family Law  
Contact LAO General Section to attend FCC duty service (10am-1pm)  
PM: Observe FCC and Family Court | Family Law  
Contact LAO General Section to attend FCC duty service (10am-1pm)  
PM: Observe FCC and Family Court |
| 6      | Legal Aid DV Unit – Magistrates Court | 9:00am | ACT Legal Aid Domestic Violence Unit - Magistrates Court  
Work with the Legal Aid Domestic Violence Legal team acting in domestic violence matters based at the ACT Magistrate’s Court (telephone 6249 8223). | ACT Legal Aid Domestic Violence Unit - Magistrates Court  
Work with the Legal Aid Domestic Violence Legal team acting in domestic violence matters based at the ACT Magistrate’s Court (telephone 6249 8223). |
| 7      | ACAT - Level 4, Moore St | 9:00am | ACAT Mental Health (Mondays)  
AM: Attend hearings in the ACAT.  
PM: MH Hearings at Canberra Hospital, usually 2.30pm | Mondays only |
| 8      | AAT – 14 Moore St  
ACAT 1 Moore Street | 9:00am | AAT/ACAT Observation  
Observation from 9.00am | AAT/ACAT Observation  
Observation from 9.00am |
| 9      | Court Buildings | 9:00am | Supreme Court, Magistrates Court, FCC observation  
Attend hearings in the Supreme Court and other courts – Look at Daily Lists on Court web sites | Supreme Court, Magistrates Court, FCC observation  
Attend hearings in the Supreme Court and other courts – Look at Daily Lists on Court web sites, |
| 10     | Family Law – Federal Circuit Court | 9:00am | Attend FCC in court of Judge Hughes | Mondays & Fridays in first week of each month |
| 11     | Queanbeyan Local Court | 9:00am | Queanbeyan Local Court  
Observation at Queanbeyan Local Court, | Mondays only |
| 12     | High Court | 9:45am | High Court  
Observation at the High Court, Parkes ACT | Canberra sitting days only |
## LAC Student Agreement

| ANU SCHOOL OF LEGAL PRACTICE - LEGAL AID CLINIC (LAC) |
| STUDENT AGREEMENT INCLUDING CONFLICT CHECK |

### Background
The LAC placement involves students participating in supervised legal practice under the instruction and supervision of instructors from the ANU College of Law (CoL) and Legal Aid ACT staff. The program is explained in the LAC Information Booklet. Students seeking to participate in the LAC placement must agree to:

1. **authorise exchange of personal information on this form between the SLP and Legal Aid ACT.** This includes the outcome of Legal Aid undertaking a conflict check. Where your personal information is so exchanged the information will be treated as being strictly confidential by the CoL and Legal Aid.

2. **disclose any conflict of interest that may be relevant to approval of your participation in LAC.** Examples of possible conflicts of interest are: (i) you are employed by, or have another close connection with, an agency such as Centrelink, Australian Federal Police, Director of Public Prosecutions, a law firm, court or tribunal; or (ii) you, or someone with whom you have, or have had, a close connection, is a client of Legal Aid ACT or is a witness or party in a case where Legal Aid ACT has acted or is acting.

3. **maintain confidentiality** in full compliance with legal practice standards and the declaration at ‘A’, and

4. **accept supervision and adhere to directions** from CoL LAC Instructors and Legal Aid ACT staff while participating in LAC.

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Name: ……………………………………………………………………… ANU ID: ………………………

Other names you are or have been known by: ……………………………………………

Date of birth: ………………………

Ph: home …………………… mobile …………………… work ……………………

☐ I am enrolled in the ANU GDLP

My preferred Sessions (including the LAC Workshop) are:

I have read the LAC Information Booklet and read and agree to the requirements at points 1-4 under ‘Background’ above. I state (strike out as appropriate)

(i) I am not aware of an actual or perceived conflict of interest relevant to my program participation

(ii) I think there may be an actual or perceived conflict of interest relevant to my program participation, that is:

……………………………………………………………………………………………………...

(attach additional page if necessary)

Signed…………………………………………………………………..…. date……………………………….

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‘A’ Confidentiality Declaration

I …………………………………………… a student with the Legal Aid Clinic (LAC) and as such will be undertaking tasks at Legal Aid ACT and other locations under the supervision of ANU College of Law LAC Program Instructors and Legal Aid ACT staff. I understand that my participation is likely to bring me into contact with confidential information relating to clients and related matters. I agree to keep confidential all client information and other confidential information received by me as a result of my participation in LAC.

I have read s. 92 of the Legal Aid Act 1977 which is below. I agree to uphold the confidentiality requirements under s. 92 and am aware of the penalties involved when in breach of this section.

Signed: ………………………………………………..  Dated: …………………………………

92 Secrecy

1. This section applies to—
   • (a) every person who is or has been a commissioner, an officer of the commission, a member of a review committee or a member of a consultative committee; and
   • (b) a person who is or has been a prescribed person or an assistant.

2. A person to whom this section applies shall not, either directly or indirectly, except for this Act or an inquiry—
   • (a) make a record of, or divulge or communicate to any person, any information concerning the affairs of another person acquired by him or her by reason of his or her office or employment under or for this Act or in the performance of a function under this Act or in the course of an inquiry; or
   • (b) produce to any person a document relating to the affairs of another person furnished for this Act or in the course of an inquiry.

   Maximum penalty: 50 penalty units, imprisonment for 6 months or both.

3. Subject to section 39B, a person to whom this section applies shall not be required to produce before a court any document relating to the affairs of another person of which he or she has the custody, or to which he or she has access, by virtue of his or her office or employment under or for this Act or in the performance of a function under this Act, or to divulge or to communicate to any court any information concerning the affairs of another person obtained by him or her by reason of such an officer or employment or in the performance of such a function.

4. Nothing in this section shall operate so as to prohibit a prescribed person from referring in a report furnished under Part 11A to information acquired in the course of an inquiry if the reference does not reveal the identity of an applicant for legal assistance, a person to whom legal assistance is being or was provided or any other party or prospective party to litigation.

5. Subsection (3) does not apply if the court considers that it is necessary in the interests of justice that the document be produced or the information be divulged or communicated.

6. This section does not affect any law or any rule of practice or procedure relating to the discovery of documents in a proceeding in respect of which legal assistance is provided to a person under this Act.

7. In this section: court includes any tribunal.

8. For this section, expressions used in this section that are defined in part 11A have the same respective meanings as they have in that part.

92AA General exceptions to secrecy provisions

Sections 13 and 92 do not apply to the divulgence or communication of information, or the production of a document, concerning the affairs of a person—

• (a) for the purpose of facilitating the investigation or prosecution of an offence against this Act; or
• (b) with the express or implied consent of that person; or
• (c) in response to a notice under the Legal Profession Act 2006, section 428 (Powers of disciplinary tribunal in relation to witnesses).