Legal Aid Clinical Program (LAC) 2015

Revised 23 January 2015

ANU Legal Workshop
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Foreword

Welcome to the Legal Aid Clinical Program (‘LAC’).

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

Students who undertake the program include those who have not been in a legal office before, have no experience with clients, and have not been to a Court or 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 the LAC Program.

Peter Sutherland
Convenor
2015 Legal Aid Clinical Program
Introduction

The Legal Aid Clinical Program (LAC) is a clinical (ie. live client) program which is available in Canberra to students undertaking the ANU Legal Workshop Master of Legal Practice (MLP), including undergraduate law students who are concurrently enrolled in the MLP.

Completion of the LAC Program can count towards MLP Legal Practice Experience requirements as detailed below.

The LAC Program is provided by the ANU Legal Workshop in conjunction with Legal Aid ACT. The program, which was previously called the Supervised Internship Program (SIP), began in 1997. The LAC Program runs six times a year in six week sessions. The LAC sessions in 2015 will be: late January/February (Session One); March/April (Session Two), April/May (Session Three); July/August (Session Four), August/September (Session Five) and October/November (Session Six).

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

The LAC Program consists of an Orientation Workshop, followed by supervised placement, primarily on-site at the office of Legal Aid ACT. The LAC Program is only available in Canberra and only on the dates indicated on the timetables.

Information sessions

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

Convenor and teaching staff

The LAC Program Convenor is:

- Peter Sutherland: ph 0428 264 342 or 02 6125 1105 or email: Peter.Sutherland@anu.edu.au

Student inquiries about participating in the LAC Program should be directed to the LPE Administrator (see below). Inquiries by students undertaking the program eg. about attendance or completion of LAC requirements, should be directed to Peter Sutherland.

In 2015 the LAC Program Instructors will work on a roster basis and are likely include:

- Peter Christensen
- Michael Eburn
- Lauren Honcope
- Elizabeth Lee
- Anne MacDuff
- Margie Rowe
- Peter Sutherland

Legal Aid ACT staff, particularly those in the Criminal Law Section, also guide you in the LAC Program.
Administrative staff

The Legal Workshop Legal Placement Experience Administrator is your principal administrative contact for the LAC Program. Contact them via email to apply to participate in the LAC Program and to schedule your LAC days.

Legal Workshop Administration

T: 02 6125 4463
F: 02 6125 8990
E: lpe.law@anu.edu.au

LAC Program eligibility

You are eligible to undertake the LAC Program if you are enrolled in ANU MLP and have completed the Becoming a Practitioner intensive.

For information about the ANU MLP:

➢ http://law.anu.edu.au/legalworkshop/mlp

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

➢ http://law.anu.edu.au/legalworkshop-mlp/program-dates

For information about concurrent enrolment (applicable if you are still completing your law degree), see the Legal Workshop MLP enrolment information at:

➢ http://law.anu.edu.au/legalworkshop-mlp/application-requirements

Course credit

MLP Legal Practice Experience (LPE) requirements consist of placement for 80, 60, 40 or 20 days (depending on the program option you choose)\(^1\).

The LAC Program provides students with a workshop and 7 days supervised legal practice experience, completion of which counts as 10 days of LPE. In some cases approved by the Coordinator, a small number of additional placement days may become available during the LAC Program.

Students undertaking the LAC Program may also be offered the opportunity to undertake a further 10 days LPE at the ACT Civil & Administrative Tribunal. Contact LAC Course Convenor Peter Sutherland to discuss this opportunity.

\(^1\) The LPE Guidelines are available on the Legal Workshop web site: https://law.anu.edu.au/legalworkshop-mlp/legal-practice-experience-lpe
Applying to participate in the LAC Program

The LAC Program is part of MLP LPE. The LAC Program does not have a separate class code and does not appear in ISIS.

To apply to participate in LAC:

1. Look at the numbered blocks on the LAC Program Timetable which identify six x 6 day sessions in 2015 and find the block/s on the LAC Program timetable which suit you (and are after you have completed the Becoming a Practitioner course).

2. A ‘block’ consists of your Orientation Workshop plus your days on-site. Your Orientation Workshop date will be the date for the workshop which most closely precedes commencement of your on-site component.

3. Complete the Student Agreement at the end of this Booklet and take, fax or scan and email the signed agreement to the Legal Placement Experience (LPE) Administrator.

4. Email or talk to the LPE Administrator about your preferred LAC Program slot/s. Your preferred dates will be pencilled in subject to a conflict check (see Conflict of Interest, below). Please make sure you only nominate LAC Program dates when you can actually attend. When there is strong demand for places, it may not be possible to reschedule your participation.

5. After the LPE Administrator has completed the conflict check, the LPE Administrator will email you written confirmation regarding your participation in the LAC Program. This will include confirmation of the date of your Orientation Workshop and on-site day/s. If the conflict check indicates a problem, the Convenor will contact you if further information may assist or to advise that you your application to participate cannot proceed.

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 Relations with Clients (general statement and Rules under this heading) in the ACT Legal Profession (Solicitors) Rules 2007.

- 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 (Rule 2).

- 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 (Rule 3).

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 (Rule 8).
In relation to the LAC Program, examples of possible conflicts of interest in relation to students include:

- You are employed by, or have another close connection with, a body or agency which may give rise to an actual or perceived conflict of interest for you in undertaking legal related work in the LAC Program (e.g. Centrelink, Australian Federal Police, Director of Public Prosecutions, a Court or Tribunal).
- 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.

As a result of conflict of interest considerations, students seeking to participate in the LAC Program are required to declare whether they may have an actual or perceived conflict of interest (see the Student Agreement at the end of this Booklet)

Students who are unsure whether there may be a conflict of interest are welcome to contact the LAC Course Convenor. This discussion will be confidential. If you then decide to apply to undertake the Program, you will outline any possible conflict of interest on the Student Agreement.

The Student Agreement also includes provision for you to authorise the Legal Workshop to provide a copy of the Agreement to Legal Aid ACT for a conflict check to be completed.

Program Overview

Aims

The LAC Program 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,
- 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.

Students undertaking the LAC Program will:

- Build client interviewing skills
- Practice legal problem solving,
- Increase their familiarity with legal practice routines
- Practice legal research, letter writing and drafting, and
- Undertake the relevant number of observations, accompaniments and related work selected from the Activity Streams.

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

Program requirements

In 2015 the LAC Program will operate each working Monday during Legal Workshop elective coursework periods. When a Monday is a public holiday, LAC operates on Tuesday in the same week.

The LAC Program consists of:

- 1 x 2 hour Orientation Workshop on-site at Legal Aid ACT from 4.15 pm to 6 pm on the scheduled Friday,

7 Legal Aid Clinical Program 2015 (revised 23 January 2015)
- Participation in the LAC Program on each of 6 onsite Mondays from 9.15 am (or earlier depending on your tasks) until approximately 6.00 pm, and on one other onsite day during the LAC session.
- Participation in the feedback session held at the end of each on-site day (usually commencing 4.30pm and completed by 6.00 pm).
- Completion of a student log for each on-site day.

### LAC Orientation Workshop

You **MUST** attend your LAC Program Orientation Workshop before your first on-site day. Most LAC Program 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 Program Convenor immediately.

All LAC Program Orientation Workshops are held in the LAC Room located on the ground floor of the Legal Aid ACT office in Childers Square, Canberra City with the entrance at 2 Allsop Street. Please go to reception to be directed to the LAC Room.

The table below shows the dates for the compulsory Orientation Workshops which are held on the Friday before the start of the LAC Program sessions.

The Orientation Workshop dates in 2015 are

#### Semester 1

- 16 January 2015 at 4.15pm - for students undertaking Session One
- 20 February 2015 at 4.15pm - for students undertaking Session Two
- 10 April 2015 at 4.15pm - for students undertaking Session Three

#### Semester 2

- 3 July 2015 at 4.15pm - for students undertaking Session Four
- 14 August 2015 at 4.15pm - for students undertaking Session Five
- 2 October 2015 at 4.15pm - for students undertaking Session Six

### LAC On-site component

The LAC Program 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 Program runs smoothly and will help familiarise you with legal office procedures.

You will be based with the instructor/s in the LAC 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 8 students working in the LAC Program 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).

Each student will have to undertake one additional onsite day during their LAC session. This could be any legal activity approved and scheduled by the LAC Coordinator, but usually will be one of the activities in the LAC Activity Streams on a day other than Monday which is convenient for the student.
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.

Assessment and grading

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

The LAC Program must be undertaken in full for the program option you choose.

Partial completion of the LAC Program is regarded as non-completion. Partial completion does not provide partial credit towards LPE requirements.

You will have satisfied the LAC Program course 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.

LAC Timetable 2015

<table>
<thead>
<tr>
<th>Session One</th>
<th>Fri 16/1 Orientation workshop, 4.15pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 19/1</td>
<td>Tue 27/1</td>
</tr>
<tr>
<td>Mon 2/2</td>
<td>Mon 9/2</td>
</tr>
<tr>
<td>Mon 16/2</td>
<td>Mon 23/2</td>
</tr>
<tr>
<td>Students 1 - 8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session Two</th>
<th>Fri 20/2 Orientation workshop, 4.15pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 2/3</td>
<td>Tues 10/3</td>
</tr>
<tr>
<td>Mon 16/3</td>
<td>Mon 23/3</td>
</tr>
<tr>
<td>Mon 30/3</td>
<td>Tues 7/4</td>
</tr>
<tr>
<td>Students 9 - 16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session Three</th>
<th>Fri 10/4 Orientation workshop, 4.15pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 13/4</td>
<td>Mon 20/4</td>
</tr>
<tr>
<td>Mon 27/4</td>
<td>Mon 4/5</td>
</tr>
<tr>
<td>Mon 11/5</td>
<td>Mon 18/5</td>
</tr>
<tr>
<td>Students 17 - 24</td>
<td></td>
</tr>
</tbody>
</table>
# LAC Program Timetable Semester 2 / 2015

## Session Four
Fri 3/7 Orientation workshop, 4.15pm

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon 6/7</th>
<th>Mon 13/7</th>
<th>Mon 20/7</th>
<th>Mon 27/7</th>
<th>Mon 3/8</th>
<th>Mon 10/8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>1 - 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Session Five
Fri 14/8 Orientation workshop, 4.15pm

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon 17/8</th>
<th>Mon 24/8</th>
<th>Mon 31/8</th>
<th>Mon 7/9</th>
<th>Mon 14/9</th>
<th>Mon 21/9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>9 - 16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Session Six
Fri 2/10 Orientation workshop, 4.15pm

<table>
<thead>
<tr>
<th>Date</th>
<th>Tues 6/10</th>
<th>Mon 12/10</th>
<th>Mon 19/10</th>
<th>Mon 26/10</th>
<th>Mon 2/11</th>
<th>Mon 9/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>17 - 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Appendix 1: LAC Program - Office Daily Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30 – 9.15am</td>
<td>Students arrive at LAC Program 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 Program 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 LAC Room.</td>
</tr>
<tr>
<td>9.30am</td>
<td>2 interviews scheduled</td>
</tr>
<tr>
<td>10.00am</td>
<td>2 interviews scheduled</td>
</tr>
<tr>
<td>10.45am</td>
<td>2 interviews scheduled</td>
</tr>
<tr>
<td>11.30am</td>
<td>2 interviews scheduled</td>
</tr>
<tr>
<td>12.15pm</td>
<td>2 interviews scheduled</td>
</tr>
<tr>
<td>12.45 – 1.45pm</td>
<td>Lunch break (staggered for each LAC student)</td>
</tr>
<tr>
<td>1.15pm</td>
<td>2 interviews scheduled</td>
</tr>
<tr>
<td>1.45pm</td>
<td>2 interviews scheduled</td>
</tr>
<tr>
<td>2.30pm</td>
<td>2 interviews scheduled</td>
</tr>
<tr>
<td>3.15pm</td>
<td>2 interviews scheduled</td>
</tr>
<tr>
<td>4.00pm</td>
<td>2 interviews 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 logs.</td>
</tr>
<tr>
<td>4.30pm</td>
<td>Student group discussion, feedback. Check work assignment for following week</td>
</tr>
<tr>
<td>5.45 – 6.00 pm (approx.)</td>
<td>Student day concludes.</td>
</tr>
</tbody>
</table>

**Further explanation**

1. Students accompanying the criminal, family and children's court lawyers are responsible for introducing themselves to the para-legals in the relevant sections, ensuring the solicitor is aware they are waiting to accompany them and making sure
they accompany the solicitor/s. Students should obtain a Security Pass from the LAC Room before going upstairs to Level 1.

2. Student undertaking LAC Program 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 Room.

3. When a client arrives for an interview the receptionist phones the LAC Program room. It normally takes about five minutes from this point for the client to complete the client details on the advice sheet which the receptionist gives to them. The student who takes the call from the receptionist 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 Program phone say 'LAC Program' and your name.

4. Where appropriate and requested by the 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 the receptionist 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 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 the LAC Program, as is the provision of quality legal services to the ACT community.

11. The feedback session begins at 4.30pm. 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 LAC Program room for the start of the feedback session (except the student at Canberra Hospital observing ACAT mental health hearings if time prevents return from the session).
Appendix 2: LAC Activity Streams

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

Students undertaking the LAC Program must undertake at least two sessions of client interviews and follow up.

<table>
<thead>
<tr>
<th>Option</th>
<th>AM Session</th>
<th>PM Session</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>Client interviews or special activities</td>
<td>Client interviews or special activities</td>
</tr>
<tr>
<td>4</td>
<td>Criminal Duty Lawyer</td>
<td>Criminal Law Section</td>
</tr>
<tr>
<td>5</td>
<td>Children’s Court Duty Lawyer &amp; Children’s Court</td>
<td>Criminal Law Section – especially children’s matters</td>
</tr>
<tr>
<td>6</td>
<td>Family Court / Federal Circuit Court</td>
<td>Federal Circuit Court or Family Law Section</td>
</tr>
<tr>
<td>7</td>
<td>Domestic Violence Duty Lawyer – Magistrates Court</td>
<td>Magistrates Court/Supreme Court observation</td>
</tr>
<tr>
<td>8</td>
<td>ACAT observation</td>
<td>ACAT Mental Health list at Canberra Hospital</td>
</tr>
<tr>
<td>9</td>
<td>Court/ACAT observation</td>
<td>Court/ACAT observation</td>
</tr>
</tbody>
</table>

Note:
Special provision will be made when matters of particular interest arise e.g. care and protection applications; solicitors visiting the Bimberi Youth Justice Centre (ACT youth detention facility); 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>AM Session</th>
<th>PM Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Client interviews and follow up</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start at LAC Room at 9.15am</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist with client interviews including pre-interview practice.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undertake follow-up tasks as required.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Client interviews and follow up</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start at LAC Room at 9.15am</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist with client interviews including pre-interview practice.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undertake follow-up tasks as required.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Client interviews and/or special activities</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start at LAC Room at 9.15am</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist with client interviews including pre-interview practice.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undertake follow-up tasks as required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special activities, if identified.</td>
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</tr>
<tr>
<td>4.</td>
<td><strong>Start 8.30am</strong>&lt;br&gt;Criminal Section Legal Aid</td>
<td><strong>Criminal Duty Lawyer</strong>&lt;br&gt;Attend the A List (Criminal) ACT Magistrate’s Court with Legal Aid Duty Solicitor. This will usually include interviews in the Police cells. Observe criminal matters in the Magistrate’s Court.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Start at 9.15am</strong>&lt;br&gt;Criminal Section Legal Aid</td>
<td><strong>Children’s Court Duty Lawyer &amp; Children’s court</strong>&lt;br&gt;Attend Children’s Court with the LA solicitor handling children’s criminal matters</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Start at 8.30am</strong>&lt;br&gt;Federal Circuit Court</td>
<td><strong>Federal Circuit Court family law listings</strong>&lt;br&gt;Attend the Federal Circuit Court all day under Court supervision.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Start at 9.00 am</strong>&lt;br&gt;Legal Aid DV Unit Magistrates Court</td>
<td><strong>ACT Legal Aid Domestic Violence Unit - Magistrates Court</strong>&lt;br&gt;In the morning, work with the Legal Aid Domestic Violence Legal team acting in domestic violence matters based at the ACT Magistrate’s Court (telephone 6249 8223).</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Start 9.00am at ACAT</strong></td>
<td><strong>ACAT observations</strong>&lt;br&gt;Attend hearings in the ACAT. Introduce yourself to ACAT staff so they can arrange your attendance at hearings of interest.</td>
</tr>
<tr>
<td>9.</td>
<td><strong>Start at LAC Room at 9.15pm.</strong></td>
<td><strong>Court/ACAT observation</strong>&lt;br&gt;Attend hearings in the Courts, Commonwealth AAT, ACAT, etc. Discuss the morning listings with the instructor to work out a schedule for the day.</td>
</tr>
</tbody>
</table>
# LAC Student Agreement

**ANU LEGAL WORKSHOP - LEGAL AID CLINICAL PROGRAM (LAC) STUDENT AGREEMENT INCLUDING CONFLICT CHECK**

## Background

The LAC Program involves students participating in supervised legal practice under the instruction and supervision of Legal Workshop LAC Instructors and Legal Aid ACT staff. The program is explained in the *LAC Program Booklet*. Students seeking to participate in the LAC Program must agree to:

1. **authorise exchange of personal information on this form between the Legal Workshop 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 Legal Workshop and Legal Aid.

2. **disclose any conflict of interest that may be relevant to approval of your participation in the LAC Program.** 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 Legal Workshop LAC Program Instructors and Legal Aid ACT staff while participating in the LAC Program.

This form must be completed and returned to Legal Workshop Legal Practice Experience Administrator at least 5 business days before your scheduled LAC Program Orientation Workshop to allow time for conflict checking by Legal Aid ACT.

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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

I am applying to undertake the 7 day LAC Program.

My preferred dates (including Orientation Workshop) are:

1. …………………… 2. …………………… 3. ……………………

I have read the LAC Program 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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**Official use only**

Form checked as complete in all respects: ☐ Conflict check completed: ☐

No conflict and student advised: ☐ Conflict issue referred to LAC Program Course Coordinator: ☐

Outcome: student is / is not permitted to participate in the Program: ☐

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15 Legal Aid Clinical Program 2015 (revised 23 January 2015)
Confidentiality Declaration

I ………………………………………………… a student with the Legal Aid Clinical Program (LAC) and as such will be undertaking tasks at Legal Aid ACT and other locations under the supervision of Legal Workshop 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 in confidence and other confidential information received by me as a result of my participation in the LAC Program.

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: …………………………………..