



Queensland

*Supreme Court of Queensland Act 1991*

# Supreme Court (Legal Practitioner Admission) Rules 2004

Reprinted as in force on 1 July 2005

Reprint No. 1C

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The reprint includes a reference to the law by which each amendment was made—see list of legislation and list of annotations in endnotes. Also see list of legislation for any uncommenced amendments.

This page is specific to this reprint. See previous reprints for information about earlier changes made under the Reprints Act 1992. A table of reprints is included in the endnotes.

**Also see endnotes for information about—**

- **when provisions commenced**
- **editorial changes made in earlier reprints.**

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# **Supreme Court (Legal Practitioner Admission) Rules 2004**

[as amended by all amendments that commenced on or before 1 July 2005]

## **Part 1 Preliminary**

### **1 Short title**

These rules may be cited as the *Supreme Court (Legal Practitioner Admission) Rules 2004*.

### **2 Commencement**

These rules commence on 1 July 2004.

### **3 Overview**

- (1) These rules deal with the admission of legal practitioners in Queensland.
- (2) Part 2 sets out the academic qualifications and practical legal training requirements approved under these rules for admission as a legal practitioner in Queensland.<sup>1</sup>
- (3) Part 3 sets out rules relating to the admission process.
- (3A) Part 2A deals with supervised workplace training.
- (4) Part 4 deals with miscellaneous matters.
- (5) Part 5 deals with repeals and transitional matters.

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<sup>1</sup> However, see the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* and <<http://www.courts.qld.gov.au>> for admission of a New Zealand registered lawyer as a legal practitioner in Queensland.

#### **4 Definitions**

The dictionary in schedule 2 defines particular words used in these rules.

#### **5 Words and expressions have same meaning as in Legal Profession Act 2004**

Words and expressions used in the *Legal Profession Act 2004* have the same respective meaning in these rules.

## **Part 2 Approved academic qualifications and practical legal training requirements**

#### **6 Approved academic qualifications—Australian course**

- (1) Academic qualifications attained by the satisfactory completion of a tertiary course approved by the Chief Justice and the board are approved academic qualifications for admission under the *Legal Profession Act 2004* as a legal practitioner.<sup>2</sup>
- (2) The course must be conducted in Australia.
- (3) The course must require—
  - (a) the equivalent of at least 3 years full-time study of law; and
  - (b) a satisfactory level of understanding and competence in the areas of knowledge mentioned in appendix A to the Law Admissions Consultative Committee Report.
- (4) The course does not have to lead to a degree in law.

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<sup>2</sup> Under the *Legal Profession Act 2004*, section 29(1)(b), a person is eligible for admission only if the person has, among other things, attained approved academic qualifications.



- (5) Appendix A to the Law Admissions Consultative Committee Report is—
- (a) set out in attachment 1; and
  - (b) not part of these rules.<sup>3</sup>

## **7 Approved practical legal training requirements—Australian course**

- (1) The requirements of a course approved by the Chief Justice and the board are approved practical legal training requirements for admission under the *Legal Profession Act 2004* as a legal practitioner.<sup>4</sup>
- (2) The course must be conducted in Australia.
- (3) The course must require understanding and competence in the skills, values and practice areas set out in appendix B to the Law Admissions Consultative Committee Report at the level of proficiency set out in that appendix.
- (4) In applying subrule (3), regard must be had to the matters set out in the preface to appendix B to the Law Admissions Consultative Committee Report.
- (5) Appendix B to the Law Admissions Consultative Committee Report is—
- (a) set out in attachment 2; and
  - (b) not part of these rules.

## **7A Other approved practical legal training requirements—Australia**

- (1) Requirements mentioned in subrule (2) are also approved practical legal training requirements for admission under the *Legal Profession Act 2004* as a legal practitioner.

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<sup>3</sup> Minor errors in the appendix have been corrected in the attachment.

<sup>4</sup> Under the *Legal Profession Act 2004*, section 29(1)(c), a person is eligible for admission only if the person has, among other things, satisfactorily completed approved practical legal training requirements.

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- (2) The requirements are completion of either of the following that requires an understanding of, and competence in, the skills, practice areas and values a person is required to achieve competence in under the preface to appendix B to the Law Admissions Consultative Committee Report in accordance with the performance criteria set out in that appendix—
  - (a) supervised workplace experience in relation to which part 2A, division 1<sup>5</sup> is complied with;
  - (b) the supervised workplace experience in relation to which part 2A, division 1 is complied with and approved supplementary training for a skill, practice area or value, or an element of a skill, practice area or value, set out in that appendix.
- (3) In applying subrule (2), regard must be had to the matters set out in the preface to appendix B to the Law Admissions Consultative Committee Report.

## **8 Approved academic qualifications—foreign country**

- (1) Academic qualifications attained in a foreign country and approved by the board are approved academic qualifications for admission under the *Legal Profession Act 2004* as a legal practitioner.
- (2) When deciding whether to approve academic qualifications attained in a foreign country, the board may take into account the extent to which the qualifications satisfy the minimum criteria for academic qualifications that may be approved under rule 6.
- (3) The board may require that particular foreign academic qualifications are supplemented with other academic qualifications before approving the aggregate academic qualifications as approved academic qualifications for admission under the *Legal Profession Act 2004* as a legal practitioner.

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5 Part 2A (Supervised workplace experience), division 1 (Provisions to be complied with for approved practical legal training requirements)

**9 Approved practical legal training requirements—foreign country**

- (1) Legal training requirements completed in a foreign country and approved by the board are approved practical legal training requirements for admission under the *Legal Profession Act 2004* as a legal practitioner.
- (2) When deciding whether to approve legal training requirements completed in a foreign country, the board may take into account—
  - (a) for all applicants—the extent to which the requirements satisfy the minimum criteria for legal training requirements that may be approved under rule 7; and
  - (b) for an overseas-registered foreign lawyer—the nature and length of the lawyer’s practical legal training and legal practice in the foreign country or another foreign country or the lawyer’s work for a legal practice in Australia.
- (3) The board may require that particular foreign legal training requirements are supplemented with other legal training requirements before approving the aggregate legal training requirements as approved practical legal training requirements for admission under the *Legal Profession Act 2004* as a legal practitioner.
- (4) The other legal training requirements mentioned in subrule (3) may include legal training requirements in written and spoken English.

## **Part 2A Supervised workplace experience**

### **Division 1 Provisions to be complied with for approved practical legal training requirements**

#### **9A Purpose of div 1**

The purpose of this division is to state compliance requirements for supervised workplace experience for rule 7A(2).<sup>6</sup>

#### **9B Persons eligible to be a trainee**

To be eligible to be a person complying with approved practical legal training requirements by supervised workplace experience (a *trainee*) a person must—

- (a) have completed an approved academic qualification or a corresponding academic qualification; and
- (b) be a suitable person<sup>7</sup> to be admitted as a legal practitioner.

#### **9C Persons eligible to be a supervisor**

- (1) To be eligible to be a trainee's supervisor a person must—
  - (a) be engaged in legal practice principally in Queensland; and
  - (b) be any of the following—
    - (i) an Australian legal practitioner who is a sole practitioner, or is a partner in a law firm, and has practised as a solicitor, or in the manner of a

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<sup>6</sup> Rule 7A (Other approved practical legal training requirements—Australia)

<sup>7</sup> See the *Legal Profession Act 2004*, section 36 (Early consideration of suitability).

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solicitor, or as a combination of them for at least 3 years;

- (ii) an Australian legal practitioner, or a government legal officer, who has practised as a solicitor, or in the manner of a solicitor, or as a combination of them for at least 5 years;
- (iii) an Australian legal practitioner, or a government legal officer, who has practised—
  - (A) as a solicitor, or in the manner of a solicitor, or as a combination of them; and
  - (B) as a barrister, or in the manner of a barrister, or as a combination of them;

for a total of at least 5 years, of which at least 3 years were spent in practice as a solicitor, or in the manner of a solicitor, or as a combination of them; and

- (c) not be disqualified under rule 9D.
- (2) However, if the person has not, within the last 5 years engaged in legal practice, the person is not eligible to be a trainee's supervisor until the person has afterwards engaged in legal practice for at least 1 year.
  - (3) Rule 9E states how to work out a period of practice for subrule (1) or (2).
  - (4) Despite subrule (1)(c), the court may allow a person who is disqualified under rule 9D to be a trainee's supervisor, if the court considers there are special circumstances.
  - (5) A traineeship may be completed under more than 1 supervisor who supervise successively.

## **9D Persons disqualified from being a supervisor**

- (1) This rule applies to a person—
  - (a) whose name has been removed from the local roll or an interstate roll; or

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- (b) in relation to whom an order has been made under section 280(2)(a), (b) or (c)<sup>8</sup> of the *Legal Profession Act 2004* or a corresponding law.
- (2) The person is disqualified from being a trainee's supervisor until at least 3 years after the practitioner first lawfully engages in legal practice after ceasing practice because of the removal or order.
- (3) This rule does not apply if the removal or order is set aside, and is not subsequently reinstated, on appeal.

**9E How to work out periods of practice or traineeship for rr 9C and 9G**

- (1) This rule states how the following are worked out—
  - (a) a period of practice mentioned in rule 9C(1) or (2);
  - (b) a period of traineeship for rule 9G(1).
- (2) Non-continuous periods of practice or traineeship by a person are to be aggregated.
- (3) A period of practice or traineeship, during which a person works less than 35 hours a week, must be multiplied by the person's total hours of work each week during the period and divided by 35.

*Example—*

A person practices as a solicitor for 6 years, during which the person works for 17½ hours each week. The 6 year period must be multiplied by 17½ and divided by 35, giving a period of 3 years practice.

- (4) A period of practice or traineeship is not taken to be a longer period merely because a person works for more than 35 hours a week during the period.
- (5) A period of practice or traineeship includes—
  - (a) any periods of leave taken during the period that do not total more than 6 weeks in a calendar year; and
  - (b) any public holidays during the period.

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8 *Legal Profession Act 2004*, section 280 (Decisions of tribunal about an Australian legal practitioner)

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- (6) If, during a period of practice or traineeship, a person takes leave for a period or periods totalling more than 6 weeks in a calendar year, the period of practice or traineeship—
- (a) includes 6 weeks of the leave; and
  - (b) does not include the remaining period of leave taken during the calendar year.

**9F Number of trainees to a law practice or an office other than the office of a law practice**

- (1) If a law practice is a sole practitioner who is eligible to supervise a trainee, the law practice may have the greater of the following—
- (a) 2 trainees at a time for the sole practitioner;
  - (b) 1 trainee at a time for each person, eligible to supervise a trainee, working in the law practice.
- (2) If a law practice is a law firm, the law practice may have the greater of the following—
- (a) 2 trainees at a time for each partner in the law firm who is eligible to supervise a trainee;
  - (b) 1 trainee at a time for each person, eligible to supervise a trainee, working in the law practice.
- (3) A law practice, or an office other than the office of a law practice, that is not provided for in subrule (1) or (2) may have 1 trainee at a time for each person, eligible to supervise a trainee, working in the law practice or office.

*Examples—*

- 1 If a law firm has 4 partners, and 2 employed solicitors, who are eligible to supervise a trainee, the law firm may have no more than 8 trainees at a time.
  - 2 If a law firm has 2 partners, and 5 employed solicitors, who are eligible to supervise a trainee, the law firm may have no more than 7 trainees at a time.
- (4) A supervisor may be responsible for the supervision of no more than 2 trainees at a time.

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- (5) However, the board may, if it considers there are special circumstances—
- (a) allow a law practice, or an office other than the office of a law practice, to have more trainees than the law practice or office is allowed to have under subrules (1) to (3); or
  - (b) allow a person to supervise more than 2 trainees at a time.

*Example of special circumstances—*

For a trainee's supervisor who is a partner in a law firm, the death, resignation or illness of another partner who is also a trainee's supervisor.

**9G Period within which training must be completed**

- (1) The approved practical legal training requirements under rule 7A(2)<sup>9</sup>—
- (a) must be completed within at least 1 year and not more than 2 years after the person's traineeship starts, or if the person does more than 1 traineeship, the first traineeship starts; or
  - (b) may be completed within a longer period, but if the requirements are completed in a longer period only the last 2 years of the traineeship may be taken into account for deciding whether the approved practical legal training requirements have been satisfactorily completed, unless the board considers there are special circumstances.
- (2) However, approved supplementary training, for a skill, value or practice area, or an element of a skill, practice area or value, set out in appendix B to the Law Admissions Consultative Committee Report<sup>10</sup> must be completed within 3 years before the person's application for admission.

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<sup>9</sup> Rule 7A (Other approved practical legal training requirements—Australia)

<sup>10</sup> That appendix is set out in attachment 2.



- (3) Rule 9E states how to work out the period of a traineeship for subrule (1).

## **Division 2                    Duties of principal of law practice or    person in charge of particular    offices**

### **9H        Register of trainees and supervisors**

- (1) This rule applies to—
- (a) a principal of a law practice; and
  - (b) the person in charge of an office other than the office of a law practice.
- (2) The principal or person must—
- (a) keep a register of the name of—
    - (i) each trainee doing supervised workplace experience in the law practice or office; and
    - (ii) the trainee's current supervisor; and
  - (b) if asked, give the register to the board for inspection.

### **9I        Notice of traineeship**

- (1) This rule applies to—
- (a) a principal of a law practice; and
  - (b) the person in charge of an office other than the office of a law practice.
- (2) The principal or person must give the board notice, in the approved form, of each traineeship under which a trainee is doing supervised workplace experience in the law practice or office.
- (3) The notice must be given within 1 month after the traineeship starts.
- (4) The approved form must state that the law practice or office has a written plan setting out how, over the traineeship period,

the supervised workplace experience to be given under the traineeship is to be given.

### 9J Notice of termination of traineeship

- (1) This rule applies if a traineeship, under which a trainee is doing supervised workplace experience in either of the following, is terminated—
  - (a) a law practice;
  - (b) an office other than the office of a law practice.
- (2) The principal of the law practice, or person in charge of the office, must give written notice of the termination to the board within 14 days after the termination.

### 9K Response statement

- (1) This rule applies if a traineeship, under which a trainee is doing supervised workplace experience in either of the following, ends—
  - (a) a law practice;
  - (b) an office other than the office of a law practice.
- (2) The principal of the law practice, or person in charge of the office, must complete a response statement and give it to the trainee.
- (3) If the traineeship is terminated, the response statement must be given within 14 days after the termination.
- (4) In this rule—

***response statement*** means a statement, in the approved form, that—

- (a) has answers to questions about the trainee's work under the traineeship; and
- (b) states the period of the traineeship worked out under rule 9E; and
- (c) certifies that, to the best of the knowledge of the law practice or the person in charge of the office—

- (i) the information given in the form is correct; and
- (ii) the trainee is a suitable person to be admitted as a legal practitioner.

### **9L Cooperation with board**

- (1) The principal of a law practice or the person in charge of an office, other than the office of a law practice, must cooperate with the board in the board's enquiries about a traineeship under which a trainee is doing or has done supervised workplace experience in the law practice or office.
- (2) A failure to comply with subrule (1) is capable of being unsatisfactory professional conduct or professional misconduct.

## **Division 3 Other provisions**

### **9M Supervisor to give statement about training**

- (1) This rule applies if a traineeship, under which a trainee is doing supervised workplace experience in either of the following, ends—
  - (a) a law practice;
  - (b) an office other than the office of a law practice.
- (2) The trainee's supervisor must give the trainee a statement, in the approved form, stating the extent to which the trainee has, by training received under the traineeship, satisfied the skills, practice areas or values set out in appendix B to the Law Admissions Consultative Committee Report<sup>11</sup> according to the relevant performance criteria set out in that appendix.
- (3) If the traineeship is terminated, the statement must be given within 14 days after the termination.

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<sup>11</sup> That appendix is set out in attachment 2.

### **9N Supervisor to cooperate with board**

- (1) Each supervisor of a trainee, must cooperate with the board in the board's enquiries about the trainee's traineeship while being supervised by the supervisor.
- (2) A failure to comply with subrule (1) is capable of being unsatisfactory professional conduct or professional misconduct.

### **9O Programmed training**

- (1) A trainee must satisfactorily complete at least 90 hours of programmed training approved by the board.
- (2) Programmed training must include training in ethics that is approved under subrule (1).
- (3) The board must require the registrar to arrange for particulars of the approved programmed training to be stated on the court's internet website.
- (4) In this rule—

*programmed training* means structured and supervised training activities, research and tasks with comprehensive assessment.

### **9P Approved supplementary training**

- (1) The board must require the registrar to arrange publication on the court's internet website of a current list of the approved supplementary training for each skill, practice area or value set out in appendix B to the Law Admissions Consultative Committee Report.
- (2) The board must, if asked, advise whether stated training is approved supplementary training for an element of a skill, practice area or value set out in that appendix.

### **9Q Board may reject traineeship**

- (1) The board may, by written notice given to each of the following, reject a traineeship for a reason mentioned in subrule (2)—

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- (a) the trainee;
- (b) either—
  - (i) if the trainee is doing supervised work experience in a law practice—a principal of the law practice; or
  - (ii) if the trainee is doing supervised work experience in an office other than the office of a law practice—the person in charge of the office.
- (2) The reasons are—
  - (a) the person named in the notice given under rule 9I<sup>12</sup> as a trainee is not eligible to be a trainee; or
  - (b) the trainee is not being supervised by a person who is eligible to be a trainee’s supervisor under rule 9C;<sup>13</sup> or
  - (c) the trainee is being supervised by a person who is disqualified from being a supervisor under rule 9D;<sup>14</sup> or
  - (d) the office of the law practice, or other office, in which the trainee is receiving training—
    - (i) has more trainees than the number allowed under rule 9F<sup>15</sup> for the practice or office; or
    - (ii) is not principally engaged in legal practice.
- (3) If the board rejects a traineeship the traineeship is, subject to any appeal under subrule (4), invalid.
- (4) An appeal lies to the Court of Appeal from a decision of the board to reject a traineeship.

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12 Rule 9I (Notice of traineeship)

13 Rule 9C (Persons eligible to be a supervisor)

14 Rule 9D (Persons disqualified from being a supervisor)

15 Rule 9F (Number of trainees to a law practice or an office other than the office of a law practice)

## Part 3 Admission process

### 10 Sittings where person may apply for admission

- (1) A person may apply for admission as a legal practitioner at—
  - (a) any sittings fixed as an admission sittings of the Court of Appeal; or
  - (b) any sittings fixed as an admission sittings of the court at Rockhampton, Townsville or Cairns.
- (2) However, a person must apply to an admission sittings of the Court of Appeal if—
  - (a) the person has not complied with the Act and these rules; or
  - (b) the board's recommendation raises a matter for consideration by the court.
- (3) The Chief Justice is to fix sittings as admission sittings of the Court of Appeal.
- (4) A judge at Rockhampton, Townsville or Cairns is to fix sittings as admission sittings of the court at the relevant place.

### 11 Application and affidavit of compliance to be filed in court

- (1) A person applying for admission as a legal practitioner must file the person's application at least 21 days before the sittings at which the applicant applies for admission.
- (2) The applicant must also file an affidavit of compliance with the *Legal Profession Act 2004* and these rules at least 12 days before the sittings at which the applicant applies for admission.
- (3) If the applicant relies on service as an articled clerk or a judge's associate for eligibility for admission, the applicant must, with the affidavit of compliance, file a copy of a separate response statement completed by each master or judge with whom the person has served.
- (4) In this rule—

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***judge's associate*** means an associate to a judge of—

- (a) the Supreme Court; or
- (b) the District Court; or
- (c) the Federal Court; or
- (d) the High Court.

***response statement*** means a statement in the approved form of questions about the applicant's service with the person required to complete the statement.

## **12 Notice of intention to apply**

- (1) Before a person applies for admission as a legal practitioner, the person must arrange for a notice of intention to apply in the approved form to be displayed—
  - (a) at the registrar's office at Brisbane; and
  - (b) for an application to the court at Rockhampton, Townsville or Cairns—also at the registrar's office at the relevant place.
- (2) The notice must be displayed at least 21 days before the sittings at which the person applies for admission.
- (3) The person must also arrange for the notice to be published—
  - (a) once in a newspaper published in, and circulating throughout, Brisbane; and
  - (b) once in a publication approved by the Chief Justice under a practice direction; and
  - (c) for an application to the court at Rockhampton, Townsville or Cairns—also once in a newspaper published in, and circulating throughout, the relevant place.
- (4) The notice must be published at least 10 but not more than 28 days before the sittings at which the person applies for admission.

### **13 Documents and fee to be given to board**

- (1) The purpose of this rule is to enable the board to consider an application for admission as a legal practitioner and to make a recommendation about it.
- (2) At least 21 days before the sittings at which an applicant applies for admission, the applicant must give the board the following documents, unless the board advises otherwise—
  - (a) a copy of the applicant's application;
  - (b) any response statement completed for the purposes of rule 9K or 11;<sup>16</sup>
  - (c) any supervisor's statement completed under rule 9M;
  - (d) any statement completed under rule 42;
  - (e) a statement, in the approved form, stating any approved supplementary training, for a skill, value or practice area, or an element of a skill, practice area or value, set out in appendix B to the Law Admissions Consultative Committee Report<sup>17</sup> received by the trainee;
  - (f) a certificate, or other evidence satisfactory to the board, of the satisfactory completion of any approved supplementary training, for a skill, value or practice area, or an element of a skill, practice area or value, set out in that appendix received by the trainee;
  - (g) a statement, in the approved form, of any corresponding practical legal training requirements that the applicant has complied with;
  - (h) a statement that the trainee has satisfactorily completed the programmed training required under rule 9O(1);<sup>18</sup>
  - (i) a certificate, or other evidence satisfactory to the board, of the satisfactory completion of the programmed training;

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16 Rule 9K (Response statement and supervisor's statement) or 11 (Application and affidavit of compliance to be filed in court)

17 That appendix is set out in attachment 2.

18 Rule 9O (Programmed training)



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- (j) a statement about the applicant's eligibility and suitability for admission;
  - (k) a certificate of a registrar or similar officer of an academic institution stating the applicant's academic qualifications;
  - (l) a certificate of a registrar or similar officer of an institution providing practical legal training;
  - (m) a certificate of the applicant's suitability given by each of 3 persons who are not near relatives of the applicant and have personally known the applicant for at least 2 years, one of whom, if possible, must be—
    - (i) a registrar or similar officer of an academic institution, or an institution providing practical legal training, the applicant has attended; or
    - (ii) a local legal practitioner; or
    - (iii) a justice of the peace or commissioner for declarations.
- (3) At least 12 days before the sittings at which the applicant applies for admission, the applicant must—
- (a) give to the board a copy of the affidavit of compliance filed under rule 11(2); and
  - (b) pay to the board the fee prescribed under the *Legal Profession Regulation 2004* for considering the application.
- (4) Within the time reasonably required by the board, the applicant must also give to the board any other documents required by the board.
- (5) A document mentioned in subrule (j) or (m) must be in the approved form.
- (6) The board may shorten the time set out in subrule (2) or (3).

#### **14 Objection to admission**

- (1) A person (*objector*) may object to the admission as a legal practitioner of an applicant who has given notice of intention to apply under rule 12.

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- (2) The objector objects by giving the board a notice of objection at least 5 days before the sittings notified by the applicant as the sittings at which the applicant intends to apply for admission (the *relevant sittings*).
- (3) However, the board may shorten the time set out in subrule (2).
- (4) The board must consider the objection as part of its consideration of the applicant's eligibility and suitability for admission.
- (5) If the board considers the objection affects the applicant's eligibility or suitability for admission, the board must give the applicant—
  - (a) a copy of the objection or a notice stating the substance of the objection at least 3 days before the relevant sittings; and
  - (b) an opportunity to respond to the objection.
- (6) It is sufficient compliance with subrule (5)(a) for the board to give, or to make reasonable attempts to give, the copy or notice to the applicant using the contact details provided to the board by the applicant.
- (7) The board must give the objector a notice stating the board's decision in relation to the objection and brief reasons for its decision at least 1 day before the relevant sittings.
- (8) It is sufficient compliance with subrule (7) for the board to give, or to make reasonable attempts to give, the notice to the objector using the contact details provided to the board by the objector.
- (9) At an admission sittings of a court, an objector may object to an admission only with the leave of the court.
- (10) If the court grants leave under subrule (9), the admission application must be heard by the Court of Appeal.
- (11) If the board shortens the time set out in subrule (2), it is sufficient compliance with subrules (5) and (7) for the board to comply with those subrules as soon as practicable.

## **15 Board's recommendation**

- (1) If the board is satisfied the applicant is eligible and suitable for admission, the board's recommendation must state—
  - (a) that the board recommends the applicant's admission; and
  - (b) whether the board recommends that the admission be unconditional or on conditions; and
  - (c) if the board recommends that the admission be on conditions, the conditions the board recommends.
- (2) If the board is not satisfied the applicant is eligible and suitable for admission, the board's recommendation must state—
  - (a) that the application raises a matter for consideration by the court; and
  - (b) the matter for the court's consideration.
- (3) At least 2 days before the sittings notified by the applicant as the sittings at which the applicant intends to apply for admission, the board must—
  - (a) make the recommendation and file a copy of it in the registry at the place where the applicant intends applying for admission; and
  - (b) give a copy of the recommendation to the applicant.
- (4) It is sufficient compliance with subrule (3)(b) for the board to give, or to make reasonable attempts to give, the copy to the applicant using the contact details provided to the board by the applicant.

## **16 Refund on withdrawal of application**

If an applicant withdraws the application for admission, the board may refund to the person the fee paid under rule 13(3) less the amount the board considers is the reasonable cost of work performed by the board in considering the person's application up to the day of withdrawal.

## **17 Admission**

- (1) To be admitted as a legal practitioner, the person seeking admission must—
  - (a) attend in person before the relevant court; and
  - (b) take the oath or affirmation of allegiance; and
  - (c) take the oath or affirmation of office set out in rule 18.
- (2) Subrule (1)(a) and (b) is subject to any direction of the court in a particular case.
- (3) The registrar must issue a certificate of admission to each person who signs the roll.
- (4) Subrule (3) does not apply in relation to a person who is conditionally admitted as a legal practitioner until the person's admission is made unconditional.

## **18 Oath of office**

- (1) The oath of office is as follows—

‘I, [state full name] do sincerely promise and swear that I will truly and honestly conduct myself, in the practice of a legal practitioner of this Court, according to law to the best of my knowledge and ability.

So help me God.’.
- (2) The affirmation of office is as follows—

‘I, [state full name] do sincerely promise and affirm that I will truly and honestly conduct myself, in the practice of a legal practitioner of this Court, according to law to the best of my knowledge and ability.’.

## **19 Roll to be signed in order**

The board must, by written notice, advise the registrar of the court at which an admission sittings is to be held of the order in which the names of the persons admitted at the admission sittings are to be entered on the roll.

## **20 Admission of overseas-registered foreign lawyers**

- (1) This rule applies if the court makes an order admitting an overseas-registered foreign lawyer as a legal practitioner.
- (2) Unless the court directs otherwise, the order is—
  - (a) for the conditional admission of the lawyer for a period of 1 year; and
  - (b) on condition that during the year the lawyer engages in legal practice in Australia for a period of, or periods totalling, at least 9 months.

## **21 Application for conditional admission to be made unconditional**

- (1) A person who complies with the conditions of the person's conditional admission as a legal practitioner may apply to the Court of Appeal for the person's admission to be made unconditional.
- (2) The person must apply to the court no later than 14 days before the first admission sittings after the period of conditional admission ends.
- (3) An affidavit in the approved form must be filed at least 21 days before the person applies for the conditional admission to be made unconditional.
- (4) Also, the person must give a copy of the application and the affidavit to the board, the bar association and the law society within 2 days after the relevant document is filed.

## **22 Removal from roll of person conditionally admitted**

- (1) This rule applies if a person who is conditionally admitted for a period has not applied to the Court of Appeal for unconditional admission within 14 days before the first admission sittings of the court after the period of conditional admission ends.
- (2) The registrar may remove the person's name from the roll.
- (3) In this rule—

***conditionally admitted*** includes conditionally admitted under the previous admission rules.

## 23 Seniority

The seniority of a person who is admitted as a legal practitioner must be decided according to the order in which the person signed the roll.

## Part 4 Miscellaneous provisions

### 24 Appeal from registrar's decision under mutual recognition legislation

- (1) A decision of the registrar in relation to the admission of a person under a mutual recognition Act as a legal practitioner in Queensland is not subject to appeal or review by the court or the Court of Appeal.<sup>19</sup>
- (2) Subrule (1) applies despite the *Uniform Civil Procedure Rules 1999*, rules 791 and 792.<sup>20</sup>
- (3) In this rule—

***mutual recognition Act*** means—

- (a) the *Mutual Recognition Act 1992* (Cwlth); or
- (b) the *Trans-Tasman Mutual Recognition Act 1997* (Cwlth).

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19 Under the *Mutual Recognition Act 1992* (Cwlth), section 34 and the *Trans-Tasman Mutual Recognition Act 1997* (Cwlth), section 33 a person may apply for the review of a decision of a local registration authority in relation to its functions under that Act.

20 *Uniform Civil Procedure Rules 1999*, rules 791 (Rehearing after decision of judicial registrar or registrar) and 792 (Leave to appeal)

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**25 Appeal**

- (1) An applicant who is dissatisfied with a decision of the board or a previous board, whether under these rules or the previous admission rules, may appeal to the Court of Appeal against the decision.
- (2) The appeal must be filed within 28 days after the date of the decision.

**26 Court or board may shorten or extend time**

- (1) The court or board may shorten or extend the time allowed under these rules for doing a thing.
- (2) However, the board may not shorten the period of 1 year mentioned in rule 9G(1) by more than 14 days.
- (3) Also, subrule (1) is subject to rule 38.<sup>21</sup>

**27 Court may exempt from rules**

- (1) The court may exempt a person from complying with part or all of these rules if the court considers there are special circumstances.
- (2) The court may give the exemption on the conditions it considers appropriate.

## **Part 5 Repeal and transitional provisions**

### **Division 1 Definitions for part 5**

**28 Definitions for pt 5**

In this part—

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<sup>21</sup> Rule 38 (Limit on board's power to shorten time)

**commencement** means the commencement of this division.

**repealed barristers rules** means the *Barristers' Admission Rules 1975* as in force immediately before the commencement.

**repealed solicitors rules** means the *Solicitors' Admission Rules 1968* as in force immediately before the commencement.

## Division 2                      Repeals

### 29                      Repeals

- (1) The following rules are repealed—
  - the *Barristers' Admission Rules 1975*
  - the *Solicitors' Admission Rules 1968*.
- (2) Despite subrule (1), particular provisions of the repealed *Barristers' Admission Rules 1975* and the *Solicitors' Admission Rules 1968* continue to have effect as provided for under part 5.<sup>22</sup>

## Division 3                      Extension of time to 30 September 2005 in relation to trainees

### 30                      Extension to 30 September 2005

- (1) This rule applies if the time allowed for doing a thing under rule 9H(2),<sup>23</sup> 9I(3), 9J(2), 9K(2) or (3) or 9M(2) or (3)<sup>24</sup> expires before 30 September 2005.

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22 The provisions continuing to have effect are set out on the court's internet website, which is defined in schedule 2.

23 See the *Acts Interpretation Act 1954*, section 38 (Reckoning of time).

24 Rule 9H (Register of trainees and supervisors), 9I (Notice of traineeship), 9J (Notice of termination of traineeship), 9K (Response statement) or 9M (Supervisor to give statement about training)



- (2) The time allowed for doing the thing is extended to the end of 30 September 2005.

**31 Expiry of div 3**

This division expires on 31 October 2005.

**Division 4 Existing students-at-law**

**32 Application of div 4**

This division applies if a student-at-law has passed at least 1 of the stage 2 subjects mentioned in the repealed barristers rules, rule 20 before 11 March 2005.

**33 Approved academic qualifications and approved practical training requirements**

- (1) Compliance with the repealed barristers rules, rule 15(d)(1) or (2)<sup>25</sup> other than—
- (a) completing the requirements for stage 6; or
  - (b) to the extent that the student-at-law has already complied with that rule;

is taken to be the attainment of academic qualifications.

- (2) The academic qualifications are, for the student-at-law, an approved academic qualification for admission under the *Legal Profession Act 2004* as a legal practitioner.
- (3) However, subrule (2) applies only if the student-at-law is proficient in English at the time of applying for admission.
- (4) Until the end of 31 December 2006, the requirements of a course of practical training or instruction under the repealed barristers rules, rule 25(6) are, for the student-at-law, approved practical legal training for admission under the *Legal Profession Act 2004* as a legal practitioner if the student-at-law, before 1 January 2005, possessed the

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25 Repealed barristers rules, rule 15 (Admission)

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qualifications mentioned in the repealed barristers rules, rule 15(d)(2)(A) and (B).

- (5) Subrules (2) and (4) are in addition to the things that, for the person—
  - (a) are approved academic qualifications under rule 6;<sup>26</sup> or
  - (b) are approved practical legal training under rule 7 or 7A.<sup>27</sup>
- (6) For the purposes of subrules (2) and (4), the following provisions of the repealed barristers rules continue to apply to the person—
  - (a) rule 2;<sup>28</sup>
  - (b) part 3, other than rules 14B, 15(d)(3) to (6) and (e), 17, 19, 26(a) and 30;<sup>29</sup>
  - (c) rules 36 and 37;<sup>30</sup>
  - (d) rules 52, 55 and 56;<sup>31</sup>
  - (e) schedule 2.<sup>32</sup>
- (7) However, after the commencement, despite the repealed barristers rules, rule 25, the student-at-law is not required to attend a substantial part of the hearing, and submit to the board the student-at-law's written report, of the proceedings mentioned in that rule.

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26 Rule 6 (Approved academic qualifications—Australian course)

27 Rule 7 (Approved practical legal training requirements—Australian course) or 7A (Other approved practical legal training requirements—Australia)

28 Repealed barristers rules, rule 2 (Interpretation)

29 Repealed barristers rules, part 3 (Qualifications for admission) and rules 14B (Approval of core subjects and courses), 15 (Admission), 17 (Condition precedent to admission of barristers), 19 (Stage 1), 26 (Examinations) and 30 (Application to sit examination)

30 Repealed barristers rules, rules 36 (Removal of name of student-at-law from list) and 37 (Student-at-law to keep secretary notified of address)

31 Repealed barristers rules, 52 (Board may change times), 55 (Power of the court) and 56 (Boards' application)

32 Repealed barristers rules, schedule 2 (Areas of knowledge)

### **34 Examination periods and limits on examinations**

- (1) The board may conduct examinations for the purposes of this division at examination periods arranged by it.
- (2) However, the board may not conduct examinations after 31 December 2007.
- (3) Despite subrule (2), the court may order that the board may conduct an examination after 31 December 2007 for a particular person, if the court considers there are special circumstances.
- (4) After 31 December 2007, a result obtained in an examination in the subject at a university, after completing the university's curriculum for the subject, is taken to be a result in an examination by the board in the subject.
- (5) The board must give the student-at-law notice the board considers reasonable of the board's examinations by arranging publication, on the court's internet website, of the dates on which the examinations will be conducted.

### **35 Notice of intention to sit examination**

If the student-at-law intends to sit a board examination the student-at-law must notify the board in the approved form of this intention at least 28 days before the date published by the board under rule 34(5).

## **Division 5 Existing articulated clerks or judges' associates continuing under articles or as associate**

### **36 Application of div 5**

- (1) This division applies to a person who, before the commencement, has started service under articles of clerkship, or as a judge's associate, under any of the following rules (a *relevant rule*) but not been admitted as a legal practitioner—

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- (a) the repealed solicitors rules, rule 17(2)(a)(i),<sup>33</sup> 17(2)(a)(ii) or 17(2)(a)(iii);
  - (b) the repealed solicitors rules, rule 17(3) to the extent it applies the *Solicitors' Admission Rules 1968*, rule 18(3)(a), (b) or (d).
- (2) For subrule (1) a reference to rule 18(3)(a), (b) or (d) is a reference to the *Solicitors' Admission Rules 1968*, rule 18(3)(a), (b) or (d) as in force immediately before 1 July 2004.

**37 Approved academic qualifications and approved practical training**

- (1) Compliance with the repealed solicitors rules, rule 17(1)(a) and (b) is taken to be the attainment of academic qualifications.
- (2) The academic qualifications are, for the person, approved academic qualifications for admission under the *Legal Profession Act 2004* as a legal practitioner.
- (3) Completion of the training mentioned in a relevant rule is, for the person, approved practical legal training requirements for admission under the *Legal Profession Act 2004* as a legal practitioner.
- (4) Subrules (2) and (3) are in addition to the things that, for the person—
  - (a) are approved academic qualifications under rule 6; or
  - (b) are approved practical legal training under rule 7 or 7A.
- (5) For the purposes of subrules (2) and (3)—
  - (a) the following provisions of the repealed solicitors rules continue to apply to the person—
    - (i) rule 2;<sup>34</sup>

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33 Repealed solicitors rules, rule 17 (Admission of person with approved degree)

34 Repealed solicitors rules, rule 2 (Definitions)

- (ii) part 4, divisions 1 and 2<sup>35</sup> other than to the extent that they relate to a judge's clerk;
  - (iii) rules 94 to 96;<sup>36</sup>
  - (iv) schedule 2;<sup>37</sup> and
  - (b) a period of service under articles of clerkship, or as a judge's associate, is not taken to be a longer period merely because a person works for more than 35 hours a week during the period.
- (6) In this rule—  
*relevant rule* see rule 36.

### **38 Limit on board's power to shorten time**

Despite rule 26(1), the board may not shorten the time required under the repealed solicitor rules for service as an articulated clerk or judge's associate by more than 14 days.

### **39 References to solicitors**

For rule 37(5)(a)(ii), a reference to a solicitor in the repealed solicitors rules, part 4, divisions 1 and 2,<sup>38</sup> other than to the extent that they relate to a judge's clerk, is taken to be a reference to a solicitor under the *Legal Profession Act 2004* who is principally engaged in practice in Queensland.

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35 Repealed solicitors rules, part 4 (Provisions relating to practical training), divisions 1 (Articles of clerkship) and 2 (Judges' associates and judges' clerks)

36 Repealed solicitors rules, rules 94 (Court or board may extend or abridge time), 95 (Court may grant exemption) and 96 (Board may apply to court or judge for advice)

37 Repealed solicitors rules, schedule 2 (Areas of knowledge)

38 Repealed solicitors rules, part 4 (Provisions relating to practical training), divisions 1 (Articles of clerkship) and 2 (Judges' associates and judges' clerks)

## Division 6 Existing articulated clerks switching to traineeships

### 40 Application of div 6

- (1) This division applies to a person who—
  - (a) before the commencement has started service under articles of clerkship under either of the following rules (a *relevant rule*) but not been admitted as a legal practitioner—
    - (i) the repealed solicitors rules, rule 17(2)(a)(i) or 17(2)(a)(iii);
    - (ii) the repealed solicitors rules, rule 17(3) to the extent it applies the *Solicitors' Admission Rules 1968*, rule 18(3)(a), (b) or (d); and
  - (b) has switched to a traineeship.
- (2) For subrule (1) a reference to rule 18(3)(a), (b) or (d) is a reference to the *Solicitors' Admission Rules 1968*, rule 18(3)(a), (b) or (d) as in force immediately before 1 July 2004.

### 41 When part of service under articles of clerkship counts towards traineeship

- (1) This rule applies to a person who serves a period under articles of clerkship after the person has completed or substantially completed an approved academic qualification or corresponding academic qualification.
- (2) Each 3 months of the period counts, for rule 9G, as the performance of 1 month's traineeship taken up by the person on or after the commencement.
- (3) However, the maximum period of the performance of traineeship that may be credited under subrule (2) is 6 months.
- (4) For subrule (2), only whole months of service may be counted.
- (5) However, if the application of subrule (2) results in part of a month, or 1 or more months and part of a month, being

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worked out under subrule (2) as the period of performance of traineeship, the period of performance of traineeship is to be rounded to the nearest whole week.

- (6) Subrule (2) applies even though the service under articles of clerkship is before the start of the person's traineeship.
- (7) Despite subrules (2) to (5), the board may, in a particular case, increase the period of the performance of traineeship that may be credited beyond the period that would otherwise be credited under this section, if the board considers there are special circumstances.
- (8) If the board increases a period under subsection (7), the board must tell the court when the court is hearing the person's application for admission.
- (9) The board may decide when an approved academic qualification or corresponding academic qualification has been substantially completed.
- (10) The board must require the registrar to arrange for publication of notice of the decision on the court's internet website.

#### **42 Former master to give board information**

A former master of a person to whom this division applies must give the person a statement, in the approved form, that—

- (a) has answers to questions about the person's work under the articles of clerkship with the master; and
- (b) states the period of the articles of clerkship; and
- (c) states the extent to which the person has, by training received under the articles of clerkship, satisfied the skills, practice areas or values set out in appendix B to the Law Admissions Consultative Committee Report<sup>39</sup> according to the relevant performance criteria set out in that appendix; and
- (d) certifies that, to the best of the former master's knowledge—

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<sup>39</sup> That appendix is set out in attachment 2.

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- (i) the information given in the form is correct; and
- (ii) the person is a suitable person to be admitted as a legal practitioner.

**43 Former master to cooperate with board**

- (1) A former master of a person to whom this division applies must cooperate with the board in the board's enquiries about the articles of clerkship with the master.
- (2) A failure to comply with subrule (1) is capable of being unsatisfactory professional conduct or professional misconduct.

**Division 7 Other provisions**

**44 Practical legal training courses**

- (1) This rule applies to a person who has started, but not completed, a course in practical legal training under the repealed solicitors rules, rule 17(2)(d).<sup>40</sup>
- (2) Completion of the course is, for the person, approved practical legal training requirements for admission under the *Legal Profession Act 2004* as a legal practitioner.

**45 References to boards, repealed barristers rules and repealed solicitors rules**

- (1) This rule applies for divisions 3 to 5.
- (2) A reference in the repealed barristers rules or the repealed solicitors rules to a board may, if the context permits, include a reference to the board under the *Legal Profession Act 2004*.
- (3) Also, a reference in the repealed barristers rules or the repealed solicitors rules to 'these rules' may, if the context permits, include a reference to these rules.

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<sup>40</sup> Repealed solicitors rules, rule 17 (Admission of person with approved degree)



**46 Particular approved academic requirements or approved practical legal training requirements**

- (1) Despite rule 6(3)(b),<sup>41</sup> the Chief Justice and the board may approve completion of a recognised academic course under the repealed barristers rules or repealed solicitors rules as approved academic qualifications.
- (2) Despite rule 7(3),<sup>42</sup> the Chief Justice and the board may approve the requirements of a course in practical legal training mentioned in, or approved under, the repealed solicitors rules, rule 17(2)(d) as approved practical legal training requirements.
- (3) If an approval is given under subrule (1) or (2), the board must require the registrar to arrange for there to be stated on the court's internet website—
  - (a) the recognised academic course completion of which is approved as approved academic qualifications; or
  - (b) the course in practical legal training the requirements of which are approved as approved practical legal training requirements.
- (4) This rule expires 1 year after it commences.

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41 Rule 6 (Approved academic qualifications—Australian course)

42 Rule 7 (Approved practical legal training requirements—Australian course)

## Schedule 2      Dictionary

rule 4

***approved supplementary training***, for a skill, value or practice area, or an element of a skill, practice area or value, set out in appendix B to the Law Admissions Consultative Committee Report<sup>43</sup> means the requirements of—

- (a) a course, or part of a course, that are approved practical legal training under rule 7; or
- (b) a training course or program, or part of a training course or program, approved by the Chief Justice and the board;

that the Board considers requires an understanding and competence in the skills, practice area or value in accordance with the relevant performance criteria set out in that appendix.

***court's internet website*** means the internet website administered by the Supreme Court Library for the court and other courts.<sup>44</sup>

***Law Admissions Consultative Committee Report*** means the report of the Law Admissions Consultative Committee *Towards a National Legal Profession* dated February 2002 and endorsed by the Council of Chief Justices.

***overseas-registered foreign lawyer*** has the same meaning as in the *Legal Profession Act 2004*, section 359.<sup>45</sup>

***previous admission rules*** means—

- (a) the *Barristers' Admission Rules 1975*; or
- (b) the *Solicitors' Admission Rules 1968*.

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43 That appendix is set out in attachment 2.

44 The website may be viewed at <<http://www.courts.qld.gov.au>>.

45 *Legal Profession Act 2004*, section 359 (Definitions for ch 5)

Schedule 2 (continued)

**roll** means the local roll under the *Legal Profession Act 2004*, section 38(1).<sup>46</sup>

**trainee** see rule 9B.

**workplace experience** means supervised employment, or equivalent unpaid engagement in an office principally engaged in legal practice.

*Examples of an office principally engaged in legal practice—*

- a law practice
- a legal office of a local government, the State government or the Commonwealth government
- a legal office providing in-house legal services
- a community legal office

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<sup>46</sup> *Legal Profession Act 2004*, section 38 (Roll of legal practitioners)

## **Attachment 1    Appendix A to the Law Admissions Consultative Committee Report**

rule 6

### **SYNOPSIS OF AREAS OF KNOWLEDGE**

Appendix A sets out detailed descriptions of the areas of knowledge referred to in rule 2.2.<sup>47</sup>

Although the topics below are grouped for convenience under the headings of particular areas of knowledge, there is no implication that a topic needs to be taught in a subject covering the area of knowledge in the heading rather than in another suitable subject.

#### **CRIMINAL LAW AND PROCEDURE**

1. The definition of crime.
2. Elements of crime.
3. Aims of the criminal law.
4. Homicide and defences.
5. Non-fatal offences against the person and defences.
6. Offences against property.
7. General doctrines.
8. Selected topics chosen from:
  - attempts
  - participation in crime
  - drunkenness

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<sup>47</sup> Rule 2.2 corresponds to rule 6 of these rules.

### Attachment 1 (continued)

- mistake
  - strict responsibility.
9. Elements of criminal procedure. Selected topics chosen from:
- classification of offences
  - process to compel appearance
  - bail
  - preliminary examination
  - trial of indictable offences.

OR

Topics of such breadth and depth as to satisfy the following guidelines.

The topics should provide knowledge of the general doctrines of the criminal law and in particular examination of both offences against the person and against property. Selective treatment should also be given to various defences and to elements of criminal procedure.

### **TORTS**

1. Negligence, including defences.
2. A representative range of torts (other than negligence) and their defences.
3. Damages.

**Attachment 1 (continued)**

4. Concurrent liability.
5. Compensation schemes.

OR

Topics of such breadth and depth as to satisfy the following guidelines.

The potential compass of this area is so large that considerable variation might be anticipated. At the very least, there should be a study of negligence and of a representative range of torts, with some consideration of defences and damages, and of alternative methods of providing compensation for accidental injury. Examples of these topics are: concurrent liability, defamation, economic torts, nuisance, breach of statutory duty and compensation schemes.

**CONTRACTS**

1. Formation, including capacity, formalities, privity and consideration.
2. Content and construction of contract.
3. Vitiating factors.
4. Discharge.
5. Remedies.
6. Assignment.

OR

Topics of such breadth and depth as to satisfy the following guidelines.

### Attachment 1 (continued)

Some variation may be expected in the breadth and detail of the topics. In general, however, knowledge of the formal requirements for concluding contracts, capacity, the content and interpretation of contracts, their performance and discharge, and available remedies, together with an understanding of the broad theoretical basis of contract would be expected.

### **PROPERTY**

1. Meaning and purposes of the concept of property.
2. Possession, seisin and title.
3. Nature and type (i.e. fragmentation) of proprietary interests.
4. Creation and enforceability of proprietary interests.
5. Legal and equitable remedies.
6. Statutory schemes of registration.
7. Acquisition and disposal of proprietary interests.
8. Concurrent ownership.
9. Proprietary interests in land owned by another.
10. Mortgages.

OR

Topics of such breadth and depth as to satisfy the following guidelines.

The topics should provide knowledge of the nature and type of various proprietary interests in chattels and land, and their creation and relative enforceability at law and in equity. Statutory schemes of registration for both general law land and Torrens land should be included. A variety of other topics might be included, e.g., fixtures, concurrent interests and more detailed

### Attachment 1 (continued)

treatment of such matters as sale of land, leases, mortgages, easements, restrictive covenants, etc.

## **EQUITY**

1.
  - (a) The nature of equity
  - (b) Equitable rights, titles and interests
  - (c) Equitable assignments
  - (d) Estoppel in equity
  - (e) Fiduciary obligations
  - (f) Unconscionable transactions
  - (g) Equitable remedies.
  
2. Trusts, with particular reference to the various types of trusts and the manner and form of their creation and variation. The duties, rights and powers of trustees should be included, as should the consequences of breach of trust and the remedies available to, and respective rights of, beneficiaries. (It is expected that about half the course will be devoted to trusts.)

OR

Topics of such breadth and depth as to satisfy the following guidelines.

The topics should cover the elements of trust law, equitable doctrines apart from those relating to trusts, and equitable remedies. The following aspects of trusts law should be dealt with: various kinds of trusts; the rights, duties and powers of trustees; the consequences of breach of trust. Apart from trusts, the following equitable doctrines might be covered, for example, fiduciary obligations, equitable assignments, unconscionability



**Attachment 1 (continued)**

and confidential information. The remedies of specific performance, injunction, declaration and damages in equity should be included. (It is expected that about half the course will be devoted to trusts.)

**COMPANY LAW**

1. Corporate personality.
2. The incorporation process.
3. The corporate constitution.
4. Company contracts.
5. Administration of companies and management of the business of companies.
6. Duties and liabilities of directors and officers.
7. Share capital and membership.
8. Members' remedies.
9. Company credit and security arrangements.
10. Winding up of companies.

OR

Topics of such breadth and depth as to satisfy the following guidelines.

The topics should include an analysis of incorporation and its effects, management and control of a company, the various methods of financing - by the issue of shares and by debt, and the processes of winding up a company.

**Attachment 1 (continued)**

**ADMINISTRATIVE LAW**

1. Organisation and structure of the administration.
2. Administrative law theory.
3. Common law and statutory avenues of judicial review at Commonwealth and State level.
4. Grounds of judicial review.
5. Remedies.
6. Crown immunity.
7. Administrative Appeals Tribunal.
8. Statutory review.
9. Freedom of information.

OR

Topics of such breadth and depth as to satisfy the following guidelines.

The topics should not only embrace traditional common law remedies concerning judicial review of administrative action, but should also cover the range of Commonwealth and State statutory regimes.

**FEDERAL AND STATE CONSTITUTIONAL LAW**

1. State constitutions and constitutional systems.
2. The Commonwealth Constitution and constitutional system.
3. The constitution and operation of the legislature, executive and judiciary.

**Attachment 1 (continued)**

4. The relationship between the different institutions of government and the separation of powers.
5. The relationship between the different levels of government.

OR

Topics of such breadth and depth as to satisfy the following guidelines.

The topics should include knowledge of the major principles of both the relevant State or Territory Constitution and the Commonwealth Constitution, including the relations between the different Commonwealth and State or Territory laws. A general knowledge of the scope of both State or Territory and Commonwealth Constitutions is required, although the topics will differ in the depth of treatment of specific heads of power, particularly in the Commonwealth sphere.

**CIVIL PROCEDURE**

1. Court adjudication under an adversary system.
2. The cost of litigation and the use of costs to control litigation.
3. Service of originating process - as foundation of jurisdiction, including service out of the relevant State or Territory and choice of forum.
4. Joinder of claims and parties, including group proceedings and the defence of prior adjudication as instances of the public interest in avoiding a multiplicity of proceedings and inconsistent verdicts.
5. Defining the questions for trial - pleadings, notices to admit and other devices.
6. Obtaining evidence - discovery of documents, interrogatories, subpoena and other devices.

**Attachment 1 (continued)**

7. Disposition without trial, including the compromise of litigation.
8. Extra-judicial determination of issues arising in the course of litigation.
9. Judgement.
10. Appeal.
11. Enforcement.

OR

Topics of such breadth and depth as to satisfy the following guidelines.

The topics should embrace the general study of rules of civil procedure relevant in the State or Territory. Rules concerning jurisdiction, the initiation and service of process, the definition of issues through pleadings and judgment and enforcement should all be included.

**EVIDENCE**

1. Introduction.
2. Competence and compellability.
3. Privilege.
4. The examination of witnesses.
5. Disposition and character.
6. Similar fact evidence.
7. The accused as a witness.
8. Burden and standard of proof.
9. Documentary evidence.

**Attachment 1 (continued)**

10. Opinion evidence and prior determination.
11. Hearsay:
  - the exclusionary rule
  - the common law and statutory exceptions.
12. Admissions and confessions in criminal cases.
13. Illegally obtained evidence and confirmation by subsequent fact.
14. Res gestae.
15. Corroboration.

OR

Topics of such breadth and depth as to satisfy the following guidelines.

The topics should include examination of both the sources and acceptability of evidence, including rules concerning the burden and standard of proof and technical rules concerning such matters as hearsay, admissions and confessions, illegally obtained evidence and res gestae.

**PROFESSIONAL CONDUCT (including basic Trust Accounting)**

Professional and personal conduct in respect of practitioner's duty:

- (a) to the law;
- (b) to the Courts;
- (c) to clients, including a basic knowledge of the principles of trust accounting; and
- (d) to fellow practitioners.

**Attachment 1 (continued)**

OR

Topics of such breadth and depth as to satisfy the following guidelines.

The topics should include knowledge of the various pertinent rules concerning a practitioner's duty to the law, the Courts, clients and fellow practitioners, and a basic knowledge of the principles of trust accounting.

The aims of the trust account segment of Professional Conduct are:

- (a) To impart an understanding of the legal requirements on solicitors for dealing with trust property.
- (b) To help students obtain a level of competence in, and understanding of, the recording requirements for trust accounts and other trust dealings.

Areas covered should include:

- (a) Provisions of the relevant State or Territory legislation governing the legal profession which relate to the handling of trust money and other trust property.
- (b) Legislative provisions which enable the proper identification of trust moneys.
- (c) The ramifications of breach of trust.
- (d) Methods of maintaining trust accounts records. This includes class exercises in recording of receipts, payments and direct payments of trust moneys and of investments (including mortgage investments) by solicitors on behalf of their clients.
- (e) A detailed study of any relevant legislation, regulations or rules relating to trust accounting.

## **Attachment 2 Appendix B to the Law Admissions Consultative Committee Report**

rule 7

### **PRACTICAL LEGAL TRAINING**

### **COMPETENCY STANDARDS FOR ENTRY-LEVEL LAWYERS**

Australasian Professional Legal Education Council

Law Admissions Consultative Committee

November 2000

#### **PREFACE**

The following Competency Standards for practical legal training for entry-level lawyers have been jointly developed by the Australasian Professional Legal Education Council (APLEC) and the Law Admissions Consultative Committee.

They seek to describe the observable performance required of entry-level lawyers at the point of admission to practise, in a number of key areas. The Competency Standards have been drafted in the light of both:

- National Competency Standards, Policy and Guidelines, National Training Board, Canberra 1991; and
- Heywood, Gonczi and Hager, A Guide to the Development of Competency Standards for Professions, Department of Employment, Education and Training, Canberra 1992.

It is in the interests of clients and the public that entry-level lawyers should only be admitted to practise – and subsequently licensed and held out to the public as legal practitioners – if they have acquired threshold competence to practise by completing appropriate academic and practical training.

### Attachment 2 (continued)

Before they are admitted to practise they must have the knowledge, values, attitudes and skills required to practise law competently.

At the point of admission, each applicant will thus be expected to provide evidence that the applicant has achieved the requisite competence in the following Skills, Practice Areas and Values:

<b>Skills</b>	<b>Practice areas</b>	<b>Values</b>
Lawyer's Skills Problem Solving Work Management and Business Skills Trust and Office Accounting	Civil Litigation Practice Commercial and Corporate Practice Property Law Practice One of: Administrative Law Practice Criminal Law Practice Family Law Practice And one of: Consumer Law Practice Employment and Industrial Relations Practice Planning & Environmental Law Practice Wills and Estates Practice	Ethics and Professional Responsibility

The relevant Competency Standards for each Skill, Practice Area and Value are set out from page 32 onwards.<sup>48</sup>

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<sup>48</sup> Page 32 of the appendix corresponds to the next paragraph of these rules.



### Attachment 2 (continued)

The Law Admissions Consultative Committee considers that:

- (a) every applicant seeking admission to practise should provide evidence that the applicant has attained the requisite competence required by the Standards, whether the applicant has completed a PLT Course, Articles of Clerkship, a Bar Admission Course or a combination of more than one of them;
- (b) an applicant should generally have undertaken the relevant practical legal training and demonstrated attainment of the requisite competence either in the final year of a law degree or after completing that degree, or a combination of both of them;
- (c) at whatever stage an applicant undertakes practical legal training, that training should be provided at a level equivalent to post-graduate training. It should build on the knowledge and understanding of the law, the legal system and of legal practice which a graduate should have acquired by the end of an undergraduate law degree;
- (d) diversity in the ways in which practical legal training is given should be encouraged, provided that the quality of that training is not compromised and remains the paramount consideration;
- (e) the training requires both programmed training and workplace experience. It requires an allocation of tuition hours and resources to curriculum which are appropriate as an equivalent of:
  - a program of academic study at graduate diploma level which incorporates at least 90 hours of workplace training; or
  - 12 months (1800 work hours) of closely supervised full time indenture as an articled clerk incorporating at least 90 hours of programmed training; or
  - a non-award training course of at least 6 months (900 hours) in which at least 450 hours is programmed training and at least 90 hours is workplace experience.

“programmed training” means structured and supervised training activities, research and tasks with comprehensive assessment. When programmed training is delivered as distance training or in electronic form, it should be devised to require an input of time from an application of at least 450 hours.

### Attachment 2 (continued)

“workplace experience” means supervised employment in a law or law related work environment or equivalent unpaid engagement in such an environment.

- (f) while the Competency Standards propose minimum requirements for entry-level lawyers, they are not intended to discourage either wider, or more detailed, Practical Legal Training;
- (g) the Competency Standards are designed, where possible, to allow:
  - (i) competence in one relevant area to be acquired in the course of acquiring competence in another relevant area; and
  - (ii) practical legal training to be given in flexible and innovative ways, where this is desirable.

It follows that an applicant need not acquire the requisite competence in any particular Skill, Practice Area or Value by undertaking training in any predetermined topic or area of practice;

- (h) an applicant's competence in each Practice Area should be assessed in a way which allows the applicant also to demonstrate competence in relevant Skills and Values, at the same time;
- (i) those who teach in PLT Courses or who supervise the work of potential applicants for admission while they acquire competence in the relevant Practice Areas, Skills and Values, should either have substantial recent experience practising law, or comparable relevant qualifications or experience;
- (j) any program of practical legal training should:
  - (i) introduce a potential applicant for admission to Legal Aid and Pro Bono systems and schemes; and
  - (ii) include practical experience in the use of current information technology;
- (k) any course providing components of practical legal training to potential applicants, including Articles of Clerkship, should have formal means of assessing whether, and certifying that, an applicant has achieved the requisite level of competence in each relevant skill, practice area or value;
- (l) each Admitting Authority should:

### Attachment 2 (continued)

- (i) require any course providing components of practical legal training to potential applicants (other than Articles of Clerkship) to be approved by it; and
- (ii) monitor the provision of practical legal training (including Articles of Clerkship) to satisfy itself that the training is of an appropriate quality.

## ADMINISTRATIVE LAW PRACTICE

**Descriptor:** An entry-level lawyer who practises in administrative law should be able to obtain information for clients under freedom of information legislation and otherwise, seek review of administrative decisions, and represent parties before courts and administrative tribunals.

<b>Element</b>	<b>Performance criteria</b>
	The lawyer has competently:
1. Obtaining information	<ul style="list-style-type: none"> <li>• identified whether freedom of information legislation applies to the situation.</li> <li>• identified the specific legislation under which the information may be obtained.</li> <li>• taken the steps required under that legislation.</li> <li>• identified and taken any other practical steps required to obtain the information.</li> </ul>
2. Obtaining review of administrative decisions	<ul style="list-style-type: none"> <li>• concluded correctly that the decision may be reviewed.</li> <li>• identified and discussed with the client alternative means of obtaining a review.</li> <li>• completed all preparation required by law, good practice and the circumstances of the matter.</li> <li>• represented the client effectively at any mediation, hearing or other review forum, where this is appropriate and permitted.</li> </ul>

### Attachment 2 (continued)

3. Representing a client
- identified all alternative means of obtaining redress and discussed them with the client.
  - completed all preparation required by law, good practice and the circumstances of the matter.
  - represented the client effectively at any mediation, hearing or other forum.

#### **Explanatory Note**

This competency standard applies to State and Federal administrative law and practice and proceedings before both State and Federal courts and tribunals.

For an entry-level lawyer administrative law practice may be either an area of specialised practice or an ancillary part of general practice.

Preparing to represent a client in a court or tribunal may include drafting written submissions.

### **CIVIL LITIGATION PRACTICE**

**Descriptor:** An entry-level lawyer should be able to conduct civil litigation in first instance matters in courts of general jurisdiction, in a timely and cost-effective manner.

#### **Element**

#### **Performance criteria**

The lawyer has competently:

1. Assessing the merits of a case and identifying the dispute resolution alternatives
- assessed the strengths and weaknesses of both the client's and opponent's cases.
  - identified the facts and evidence required to support the client's case.

### Attachment 2 (continued)

- advised the client of relevant rights and remedies in a way which the client can easily understand.
  - identified all means of resolving the case, having regard to the client's circumstances.
  - where possible, confirmed in writing any instructions given by the client in response to initial advice.
  - identified and complied with the relevant limitation period.
2. Initiating and responding to claims
- identified an appropriate claim or defence.
  - identified a court of appropriate jurisdiction.
  - identified the elements of the claim or defence, according to law.
  - followed procedures for bringing the claim or making the defence in accordance with the court's rules and in a timely manner.
  - drafted all necessary documents in accordance with those procedures.
3. Taking and responding to interlocutory and default proceedings
- identified any need for interlocutory steps or default proceedings, according to the court's rules.
  - followed procedures for taking those steps or proceedings in accordance with the court's rules and in a timely manner.
  - drafted all necessary documents in accordance with those procedures and rules.
4. Gathering and presenting evidence
- identified issues likely to arise at the hearing.
  - identified evidence needed to prove the client's case or disprove the opponent's case, according to the rules of evidence.
  - gathered the necessary evidence.
  - presented that evidence according to law and the court's rules.

### Attachment 2 (continued)

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|--|--|
| 5. Negotiating settlements                                   | <ul style="list-style-type: none"> <li>• conducted settlement negotiations in accordance with specified principles.</li> <li>• identified any revenue and statutory refund implications.</li> <li>• properly documented any settlement reached.</li> </ul> |
| 6. Taking action to enforce orders and settlement agreements | <ul style="list-style-type: none"> <li>• identified procedures for enforcing the order or settlement according to law and the court's rules.</li> <li>• followed those procedures in a timely manner.</li> </ul>   |

### **Explanatory Note**

This competency standard applies to first instance civil litigation in a local lower and a local higher court of an Australian State or Territory, having general jurisdiction, and in the Federal Court.

Means by which a dispute might be resolved include, but are not limited to:

- negotiation;
- mediation;
- arbitration;
- litigation;
- expert appraisal.

Means by which evidence might be gathered include:

- statements from witness;
- notices to admit;
- discovery;
- subpoena;
- expert reports;
- certified official records, banker's books etc.

Means by which evidence might be presented include:

- orally on oath;

### Attachment 2 (continued)

- affidavits;
- video or telephone link.

Means of enforcement include:

- execution process including attachment of debts;
- taxation or assessment of costs;
- oral examination.

## COMMERCIAL AND CORPORATE PRACTICE

**Descriptor:** An entry-level lawyer should be able to conduct commercial transactions such as the sale or purchase of a small business. The lawyer should be able to set up standard business structures using entities such as companies, trusts and partnerships; provide basic advice on finance and securities and the obligations of companies and their officers; and appreciate the type of advice needed to assess the revenue implications of standard commercial transactions.

### **Element**

### **Performance criteria**

- |  |  |
|--|--|
| <p>The lawyer has competently:</p>           |  |
| <p>1. Conducting commercial transactions</p> | <ul style="list-style-type: none"> <li>• identified the nature of the transaction properly.</li> <li>• undertaken sufficient searches and inquiries to investigate any relevant issues of title to real or personal property.</li> <li>• drafted documents, had them executed, and (if necessary) certified, stamped and registered them, according to law and good practice.</li> <li>• obtained or given any necessary consents to, or notifications of, the transaction required by law.</li> </ul> |
| <p>2. Setting up commercial structures</p>   | <ul style="list-style-type: none"> <li>• selected a structure that will achieve the client's objectives.</li> </ul>  |

### Attachment 2 (continued)

- drafted all documents required to set up the structure (including establishing any discrete entities that will form part of the structure) had them executed and (if necessary) certified, stamped and registered them, according to law and good practice.
  - informed the client of any continuing obligations in relation to the structure, and where the structure involves a corporation, the continuing obligations of the company and its officers.
3. Dealing with loans and securities
- identified the various appropriate types of financial arrangements and securities available to the borrower and lender.
  - informed the borrower and lender of their immediate, continuing, and potential liabilities under any proposed financing and security arrangements.
  - drafted loan or security documents which reflect the agreement between lender and borrower.
  - had the loan or security documents executed, and (if necessary) stamped and registered them according to law.
4. Advising on revenue law and practice
- identified the possible general revenue implications of the client's proposed commercial venture or arrangement.
  - referred the client to experts for more comprehensive or detailed advice, where appropriate.

### **Explanatory Note**

This competency standard applies to commercial and corporate practice. It includes:

- some common commercial transactions, such as the sale or purchase of a small business;



### Attachment 2 (continued)

- setting up standard business structures and entities, including companies;
- advising on the legal obligations of corporations and their officers;
- advising on due diligence investigations;
- identifying in a general way the possible revenue implications of standard commercial dealings and structures;
- drafting standard loan agreements and securities.

Business structures include:

- trusts;
- private companies;
- partnerships;
- joint ventures;
- franchise arrangements.

Securities include:

- bills of sale;
- chattel leases;
- loans agreements;
- guarantees, including guarantees from spouses.

Revenue implications include:

- stamp duties;
- income tax;
- capital gains tax;
- GST;
- fringe benefits tax;
- land and property taxes.

## Attachment 2 (continued)

### CONSUMER LAW PRACTICE

**Descriptor:** An entry-level lawyer who practises in consumer law should be able to advise clients on the procedures and remedies available in relation to consumer complaints and to represent the client in any related negotiations or proceedings.

<b>Element</b>	<b>Performance criteria</b>
	The lawyer has competently:
1. Obtaining information	<ul style="list-style-type: none"> <li>• identified the situation as one to which consumer protection legislation applies.</li> <li>• identified the relevant legislation and any applicable case law.</li> <li>• identified any possible common law remedies.</li> </ul>
2. Drafting documents	<ul style="list-style-type: none"> <li>• drafted any documents required, in accordance with the client's instructions and the relevant legislation.</li> </ul>
3. Initiating and responding to claims	<ul style="list-style-type: none"> <li>• identified the appropriate forum for initiating or responding to a claim.</li> <li>• initiated a claim or taken action to oppose a claim in accordance with the rules and procedures of the relevant court or tribunal, in a timely manner.</li> <li>• obtained all necessary evidence and drafted all necessary documents in accordance with those rules.</li> </ul>
4. Representing the client	<ul style="list-style-type: none"> <li>• identified all possible means of resolving the dispute to the satisfaction of the client and discussed them with the client.</li> <li>• completed all necessary preparation in accordance with the law, good practice and the circumstances of the matter.</li> <li>• represented the client effectively at any negotiation, mediation, hearing or other forum.</li> </ul>

### Attachment 2 (continued)

5. Taking action to implement outcomes
- documented any order or settlement properly and explained it to the client in a way which the client can easily understand.
  - identified any procedures necessary to enforce the order or settlement and carried them out in a timely manner.

### **Explanatory Note**

This competency standard applies to the practice of consumer law. It includes both State and Federal consumer protection legislation and codes.

Consumer protection legislation includes State and Federal legislation and codes dealing with:

- trade practices;
- misleading and deceptive conduct;
- motor car traders;
- domestic building contracts;
- consumer credit;
- residential tenancies.

A consumer protection dispute includes disputes relating to:

- trade practices;
- misleading and deceptive conduct;
- motor car traders;
- domestic building contracts;
- consumer credit;
- guarantees;
- residential tenancies.

A court or tribunal includes:

- Federal Courts;
- State Courts;

### Attachment 2 (continued)

- statutory tribunals;
- industry complaint panels;
- industry Ombudsmen.

## CRIMINAL LAW PRACTICE

**Descriptor:** An entry-level lawyer who practises in criminal law should be able to advise clients before arrest, seek bail, make pleas, participate in minor contested hearings and assist in preparing cases for trial.

<b>Element</b>	<b>Performance criteria</b>
	The lawyer has competently:
1. Providing advice	<ul style="list-style-type: none"> <li>• identified the client's legal rights and legal powers of the police or other prosecutors or investigators in the situation.</li> <li>• informed the client of those rights and powers in a way which the client can easily understand.</li> <li>• identified the legal elements of any offence with which the client is charged.</li> <li>• where possible, confirmed in writing any instructions given by the client in response to initial advice.</li> <li>• implemented the client's instructions when it is appropriate in the circumstances to do so.</li> </ul>
2. Applying for bail	<ul style="list-style-type: none"> <li>• identified the client's options and communicated them to the client in a way the client can easily understand.</li> <li>• helped the client to make an informed decision about which option to select.</li> <li>• fully advised the client of any bail conditions.</li> </ul>

### Attachment 2 (continued)

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|---|--|
| 3. Making pleas                           | <ul style="list-style-type: none"> <li>• identified the client's options and communicated them to the client in a way the client can easily understand.</li> <li>• identified and gathered all material useful to the plea according to law and good practice.</li> <li>• presented the plea in an effective and persuasive manner, having regard to the circumstances of the case.</li> <li>• advised the client fully of the outcome in a way the client can easily understand.</li> </ul> |
| 4. Representing a client in minor matters | <ul style="list-style-type: none"> <li>• completed all preparation required by law, good practice and the circumstances of the case.</li> <li>• represented the client effectively at a contested and uncontested hearing.</li> </ul>  |
| 5. Assisting to prepare cases for trial   | <ul style="list-style-type: none"> <li>• identified and gathered the evidence needed to support the client's case.</li> <li>• identified and briefed appropriate experts (including counsel) having regard to good practice and the requirements of the case.</li> </ul>   |

### **Explanatory Note**

This competency standard applies to criminal law practice. It includes:

- advising clients before and after arrest;
- making a simple bail application on behalf of an accused person;
- making a plea in mitigation of penalty in a simple matter;
- some aspects of preparing a matter for hearing, such as briefing counsel;
- participating in a minor contested hearing.

Criminal matters include:

- traffic offences;
- domestic violence and apprehended violence orders;

### Attachment 2 (continued)

- drink driving;
- drug offences.

## **EMPLOYMENT AND INDUSTRIAL RELATIONS PRACTICE**

**Descriptor:** An entry-level lawyer who practices in the area of employment and industrial relations should be able to advise clients on the relevant law and procedures, represent clients in negotiations and initiate and respond to applications in relevant State and Federal courts and tribunals.

<b>Element</b>	<b>Performance criteria</b>
	The lawyer has competently:
1. Assessing the merits of the dispute and identifying the dispute resolution alternatives	<ul style="list-style-type: none"> <li>• identified the relevant facts.</li> <li>• assessed the strengths and weaknesses of the dispute according to the relevant law.</li> <li>• identified all means of resolving the dispute, having regard to the client's circumstances.</li> </ul>
2. Advising client on procedures	<ul style="list-style-type: none"> <li>• advised the client of means to avoid a dispute, where appropriate.</li> <li>• advised the client of available steps to strengthen the client's position.</li> </ul>
3. Commencing negotiations	<ul style="list-style-type: none"> <li>• explored all opportunities for a negotiated settlement, subject to the client's instructions.</li> <li>• represented the client effectively at any negotiations.</li> </ul>
4. Initiating and responding to proceedings	<ul style="list-style-type: none"> <li>• identified the appropriate jurisdiction.</li> <li>• initiated or opposed a claim in accordance with the rules of the relevant court or tribunal, in a timely manner.</li> </ul>

### Attachment 2 (continued)

- obtained all necessary evidence and drafted all necessary documents in accordance with those rules.
- 5. Representing the client
  - completed all preparation required by law, good practice and the circumstances.
  - represented the client effectively at any mediation, hearing or other forum.
- 6. Taking action to implement outcomes
  - properly documented any order or settlement and explained it to the client in a way which the client can understand.
  - identified and carried out any procedures required to enforce the order or settlement.

### **Explanatory Note**

This competency standard applies to the practice of employment and industrial relations law at both State and Federal levels.

A dispute may involve:

- award negotiations;
- an industrial dispute relating to an individual employee or to a workplace or industry;
- an equal employment opportunity or anti-discrimination claim;
- a claim for unfair dismissal.

The means by which a dispute might be resolved include, but are not limited to:

- negotiation;
- mediation;
- conciliation;
- arbitration;
- litigation.

Steps available to a client to avoid a dispute or to strengthen the client's position include:

### Attachment 2 (continued)

- altering internal employment practices and procedures;
- drafting and revising employment contracts;
- entering or revising enterprise bargaining agreements;
- altering individual employment contracts;
- taking disciplinary proceedings;
- allowing industrial representation.

## ETHICS AND PROFESSIONAL RESPONSIBILITY

**Descriptor:** An entry-level lawyer should act ethically and demonstrate professional responsibility and professional courtesy in all dealings with clients, the courts, the community and other lawyers.

<b>Element</b>	<b>Performance criteria</b>
	The lawyer has competently:
1. Acting ethically	<ul style="list-style-type: none"> <li>• identified any relevant ethical dimension of a particular situation.</li> <li>• taken action which complies with professional ethical standards in that situation.</li> </ul>
2. Discharging the legal duties and obligations of legal practitioners	<ul style="list-style-type: none"> <li>• identified any duty or obligation imposed on the lawyer by law in a particular situation.</li> <li>• discharged that duty or obligation according to law and good practice.</li> </ul>
3. Complying with professional conduct rules	<ul style="list-style-type: none"> <li>• identified any applicable rules of professional conduct.</li> <li>• taken action which complies with those rules.</li> </ul>
4. Complying with fiduciary duties	<ul style="list-style-type: none"> <li>• recognised and complied with any fiduciary duty, according to law and good practice.</li> </ul>
5. Avoiding conflicts of interest	<ul style="list-style-type: none"> <li>• identified any potential or actual conflict, as soon as is reasonable in the circumstances.</li> </ul>



### Attachment 2 (continued)

- taken effective action to avoid a potential conflict or, where a conflict has already arisen, dealt with it in accordance with law and good practice.
  - taken appropriate action, where applicable, to prevent such a conflict arising in the future.
6. Acting courteously • demonstrated professional courtesy in all dealings with others.
7. Complying with rules relating to the charging of fees • identified any rules applying to charging professional fees.
- complied with those rules, where they are relevant.
  - maintained records and accounts in accordance with law and good practice.
8. Reflecting on wider issues • reflected on that lawyer's professional performance in particular situations.
- brought to the attention of an employer or professional association any matters that require consideration or clarification.
  - recognised the importance of pro bono contributions to legal practice.
  - demonstrated an awareness that mismanagement of living and work practices can impair the lawyer's skills, productivity, health and family life.

### **Explanatory Note**

This competency standard applies to:

- ethics;
- statutes and general law relating to the duties and obligations of legal practitioners;
- written and unwritten rules of professional conduct;
- written and unwritten rules of professional courtesy.

### Attachment 2 (continued)

The duties and obligations imposed by law on legal practitioners include duties:

- of confidentiality;
- to act competently and to maintain competence;
- to act honestly;
- not to mislead the court;
- not to pervert the course of justice or the due administration of justice.

Conflicts of interest commonly arise between:

- joint venture partners;
- directors and shareholders of a company;
- trustees and beneficiaries in a family trust;
- parties to any transaction where their interests potentially differ.

## **FAMILY LAW PRACTICE**

**Descriptor:** An entry-level lawyer who practises in family law should be able to apply for dissolution of marriage, and advise and take action in relation to parenting matters, property settlements, spouse maintenance and child support problems.

### **Element**

### **Performance criteria:**

- |   |   |
|---|---|
| 1. Applying for dissolution of marriage | <p>The lawyer has competently:</p> <ul style="list-style-type: none"> <li>• obtained instructions reflecting the client's informed wishes.</li> <li>• prepared an application complying with the relevant court rules.</li> <li>• filed and served the application in accordance with those rules.</li> </ul> |
|---|---|

### Attachment 2 (continued)

- proved service in accordance with those rules.
  - presented the client's application to the court effectively.
2. Acting in relation to ancillary matters
- informed the client of all options, having regard to the circumstances of the case, in a way which the client can easily understand.
  - fully prepared the client's case having regard to the client's circumstances, the dispute resolution process the client has decided to pursue and good practice.
  - pursued the case in accordance with good practice for the chosen dispute resolution process.
  - identified and explained to the client the revenue implications of any proposed settlement.
  - documented and acted upon any results of the chosen dispute resolution process, as required by law and good practice.

### **Explanatory Note**

This competency standard applies to dissolution of marriage and ancillary matters arising from the breakdown of marriages or other domestic relationships. It includes:

- applying for dissolution of marriage; and
- managing an ancillary matter in a family court up to the first directions hearing.

Ancillary matters include:

- parenting matters;
- property settlements;
- spouse maintenance;
- child support;
- domestic violence orders;

### Attachment 2 (continued)

- injunctions and sole use orders;
- de facto proceedings.

Acting includes:

- participating in primary dispute resolution processes;
- informal negotiation;
- initiating or responding to court proceedings for urgent, interim or final relief.

## LAWYER'S SKILLS

**Descriptor:** An entry-level lawyer should be able to demonstrate oral communication skills, legal interviewing skills, advocacy skills, negotiation and dispute resolution skills, and letter writing and legal drafting skills.

<b>Element</b>	<b>Performance criteria</b>
1. Communicating effectively	<p>The lawyer has competently:</p> <ul style="list-style-type: none"> <li>• identified the purpose of a proposed communication, the most effective way of making it, an appropriate communication strategy, and the content of the proposed communication.</li> <li>• presented thoughts, advice, and submissions in a logical, clear, succinct and persuasive manner, having regard to the circumstances and the person or forum to whom the communication is made.</li> <li>• identified and appropriately dealt with verbal, non-verbal and cross-cultural aspects of the proposed communication.</li> <li>• taken any follow-up action in accordance with good practice.</li> </ul>

### Attachment 2 (continued)

2. Interviewing clients
  - prepared for the interview properly, having regard to relevant information available before the interview and the circumstances.
  - conducted the interview using communication techniques appropriate to both the client and the context.
  - ensured that the client and lawyer have both obtained all the information which they wanted from the interview in a timely, effective and efficient way, having regard to the circumstances.
  - ensured that the lawyer and client left the interview with a common understanding of the lawyer's instructions (if any) and any future action that the lawyer or client is to take.
  - made a record of the interview that satisfies the requirements of law and good practice.
  - taken any follow-up action in a timely manner.
3. Writing letters
  - identified the need for, and purpose of, the letter.
  - written the letter in simple, straightforward English which conveys its purpose clearly and can be easily understood by the person to whom it is sent.
4. Drafting other documents
  - identified the need for, and purpose, of, the document.
  - devised an effective form and structure for the document having regard to the parties, the circumstances, good practice, principles of writing simple, straightforward English, and the relevant law.
  - drafted the document effectively having regard to the parties, the circumstances, good practice, principles of writing simple, straightforward English, and the relevant law.
  - considered whether the document should be settled by counsel.

### Attachment 2 (continued)

- taken every action required to make the document effective and enforceable in a timely manner and according to law (such as execution by the parties, stamping, delivery and registration).
5. Negotiating settlements and agreements
- prepared the client's case properly having regard to the circumstances and good practice.
  - identified the strategy and tactics to be used in negotiations and discussed them with, and obtained approval from, the client.
  - carried out the negotiations effectively having regard to the strategy and tactics adopted, the circumstances of the case and good practice.
  - documented the negotiation and any resolution as required by law or good practice and explained it to the client in a way the client can easily understand.
6. Facilitating early resolution of disputes
- identified the advantages and disadvantages of available dispute resolution options and explained them to the client.
  - performed in the lawyer's role in the dispute resolution process effectively, having regard to the circumstances.
  - documented any resolution as required by law or good practice and explained it to the client in a way the client can easily understand.
7. Representing a client in court
- observed the etiquette and procedures of the forum.
  - organised and presented in an effective, strategic way:
    - factual material;
    - analysis of relevant legal issues;
    - relevant decided cases.

### Attachment 2 (continued)

- presented and tested evidence in accordance with the law and good practice.
- made submissions effectively and coherently in accordance with law and good practice.

### **Explanatory Note**

This competency standard applies to “composite” skills which require a lawyer to synthesise several generic skills and apply them in a specific legal context. Lawyers must be able to exercise such skills effectively.

Representation refers to advocacy on behalf of a client in a court, tribunal or other forum. It includes:

- an aspect of preliminary or pre-trial civil or criminal proceedings;
- an aspect of first instance trial advocacy in a simple matter;
- leading evidence-in-chief, cross-examination, re-examination and making submissions.

Dispute resolution options include:

- negotiation;
- mediation;
- arbitration;
- litigation;
- expert appraisal.

### **PLANNING AND ENVIRONMENTAL LAW PRACTICE**

**Descriptor:** An entry-level lawyer who practises in planning and environmental law should be able to advise clients on the relevant law, generally assist them in the planning process; initiate or oppose applications in, and obtain and present

### Attachment 2 (continued)

relevant evidence before, appropriate courts or tribunals;  
and represent clients in various forums.

<b>Element</b>	<b>Performance criteria</b>
	The lawyer has competently:
1. Assessing the merits of the matter and advising the client	<ul style="list-style-type: none"> <li>• obtained full instructions from the client.</li> <li>• analysed the facts in accordance with the relevant law.</li> <li>• obtained and clarified any relevant technical information.</li> <li>• advised the client of any rights and obligations of the client and potential penalties if obligations are not observed.</li> <li>• identified all options and developed a plan of action in accordance with the client's instructions.</li> <li>• examined the commercial, political and public relations implications of any proposed action and explained them to the client.</li> </ul>
2. Preparing applications	<ul style="list-style-type: none"> <li>• identified and analysed the relevant provisions of the relevant planning scheme.</li> <li>• prepared an application for development approval and submitted it to the relevant authority.</li> <li>• obtained any necessary plans.</li> <li>• identified potential grounds of objection.</li> </ul>
3. Initiating and responding to claims	<ul style="list-style-type: none"> <li>• identified the appropriate forum for initiating or responding to a claim.</li> <li>• initiated or opposed a claim in accordance with the rules of the relevant court or tribunal, in a timely manner.</li> <li>• obtained all necessary evidence and drafted all necessary documents in accordance with those rules.</li> </ul>



### Attachment 2 (continued)

- |                            |  |
|----------------------------|--|
| 4. Representing the client | <ul style="list-style-type: none"> <li>• identified all available means of resolving the matter to the satisfaction of the client and discussed them with the client.</li> <li>• completed all preparation required by law, good practice and the circumstances.</li> <li>• represented the client effectively in any negotiation, mediation, hearing or other forum.</li> </ul> |
| 5. Implementing outcomes   | <ul style="list-style-type: none"> <li>• properly documented any order or settlement and explained it to the client in a way which the client can easily understand.</li> <li>• identified and carried out any procedures to enforce the order or settlement in a timely manner.</li> </ul>  |

### **Explanatory Note**

This competency standard applies to the practice of planning and environmental law under both State and Federal legislation.

The client's rights and obligations include rights and obligations under statute and at common law.

A claim or dispute may include:

- an application for or exemption from a permit, licence, approval or other authority;
- an objection to or appeal or application for review in relation to such an application;
- a prosecution for breach of relevant legislation;
- civil action relating to either or both of planning and environmental issues.

Reference to a court or tribunal includes a body exercising statutory powers.

Preparation for providing representation in a court or tribunal may include:

- drafting written submissions;
- briefing counsel.

## Attachment 2 (continued)

### PROBLEM SOLVING

**Descriptor:** An entry-level lawyer should be able to investigate and analyse facts and law, provide legal advice and solve legal problems.

<b>Element</b>	<b>Performance criteria</b>
	The lawyer has competently:
1. Analysing facts and identifying issues	<ul style="list-style-type: none"> <li>• identified and collected all relevant facts as far as is practicable.</li> <li>• analysed the facts to identify any existing or potential legal and other issues.</li> <li>• distinguished facts that might be used to prove a claim from other facts, if the matter so requires.</li> </ul>
2. Analysing law	<ul style="list-style-type: none"> <li>• identified any questions of law raised by the matter.</li> <li>• researched those questions of law properly, having regard to the circumstances.</li> <li>• identified and interpreted any relevant statutory provisions and applied them appropriately to the facts.</li> </ul>
3. Providing legal advice	<ul style="list-style-type: none"> <li>• applied the law to the facts of the matter in an appropriate and defensible way.</li> <li>• given the client advice in a way which the client can easily understand.</li> <li>• kept up with any developments that might affect the accuracy of previous advice and told the client about the effect of those developments.</li> </ul>
4. Generating solutions and strategies	<ul style="list-style-type: none"> <li>• identified the problem and the client's goals as fully as is practicable.</li> </ul>

### Attachment 2 (continued)

- investigated the facts and legal and other issues as fully as is practicable.
- developed creative options and strategies to meet the client's objectives.
- identified the advantages and disadvantages of pursuing each option or strategy including costs and time factors.
- assisted the client to choose between those options in a way consistent with good practice.
- developed a plan to implement the client's preferred option.
- acted to resolve the problem in accordance with the client's instructions and the lawyer's plan of action.
- remained open to new information and ideas and updated advice to the client where necessary.

### **Explanatory Note**

This competency standard applies to:

- analysing facts;
- analysing legal and practical issues;
- analysing law;
- interpreting statutes;
- giving advice;
- solving problems in the context of legal practice.

Analysing law includes researching legal issues using:

- law libraries;
- on-line searches;
- electronic databases;
- legal citators and digests.

### Attachment 2 (continued)

It also includes applying principles of precedent.

Other issues include:

- risk management;
- public relations;
- financial implications.

### **PROPERTY LAW PRACTICE**

**Descriptor:** An entry-level lawyer should be able to convey, lease and mortgage real property. The lawyer should also be able to provide general advice on standard matters arising under legislation relating to land use in that State or Territory.

#### **Element**

#### **Performance criteria**

The lawyer has competently:

- |                       |  |
|-----------------------|--|
| 1. Transferring title | <ul style="list-style-type: none"> <li>• identified the nature of the interest being dealt with properly, having regard to the applicable title system.</li> <li>• prepared, commented on and advised on an appropriate contract of sale or other type of agreement and had it executed according to law and good practice.</li> <li>• undertaken sufficient searches and inquiries to investigate title, any issues about land use and responsibility for outgoings.</li> <li>• drafted an appropriate instrument of transfer or conveyance and had it executed and (if necessary) stamped and registered, according to law.</li> <li>• obtained or given any consents to, or notifications of, the transfer or conveyance according to law.</li> </ul> |
|-----------------------|--|

### Attachment 2 (continued)

- |                                      |  |
|--------------------------------------|--|
| 2. Creating leases                   | <ul style="list-style-type: none"> <li>• made and obtained all searches and consents required by law and good practice.</li> <li>• drafted, commented on and advised on a lease in a form allowed by law, reflecting the agreement between lessor and lessee and protecting their respective interests.</li> <li>• arranged for the lease to be executed and (if necessary) stamped and registered, according to law.</li> </ul>                                       |
| 3. Creating and releasing securities | <ul style="list-style-type: none"> <li>• made and obtained all searches and consents required by law and good practice.</li> <li>• drafted, commented on and advised on an effective instrument to create or release the security, reflecting the agreement between the grantor and grantee and protecting their respective interests.</li> <li>• arranged for the instrument to be executed and (if necessary) stamped and registered, as required by law.</li> </ul> |
| 4. Advising on land use              | <ul style="list-style-type: none"> <li>• identified any legislative scheme regulating the relevant use.</li> <li>• advised the client generally about processes to be followed to obtain permission for, or to object to the use, as the case requires.</li> </ul>   |
| 5. Advising on revenue implications  | <ul style="list-style-type: none"> <li>• identified the revenue implications of any transaction and advised the client accordingly.</li> </ul>   |

### **Explanatory Note**

This competency standard applies to dealings with interests in real and leasehold property, land use and securities. It must include:

- contracts for sale of land including special conditions;
- transferring title (or equivalent interest under the scheme of land title that exists in the particular State or Territory);
- creating standard commercial leases;

### Attachment 2 (continued)

- creating standard residential tenancies or leases;
- creating and releasing of mortgages;
- some aspect of land use.

The competency standard includes dealings under the main system of land title operating in the jurisdiction in which the lawyer practises. For example, in Queensland it would include dealings in respect of freehold title under the *Land Title Act 1994*.

Aspects of land use might involve issues arising out of:

- town planning schemes;
- local government by-laws;
- environment and heritage legislation;
- revenue and tax legislation.

This competency standard is limited to:

- the main system of land title operating in a State or Territory;
- transactions which an entry-level lawyer would be expected to perform.

## **TRUST AND OFFICE ACCOUNTING**

**Descriptor:** An entry-level lawyer should have a sound general knowledge of the significance of, and the principles governing, trust and general accounting in legal practice and sufficient knowledge, skills and values to maintain trust and general account records according to law and good practice, to the extent usually permitted and expected of an employed solicitor.

### **Element**

### **Performance criteria**

The lawyer has competently:

1. Receiving money • dealt with money received from or on behalf of a client, as required by law and good practice.

### Attachment 2 (continued)

- where the law and good practice requires money to be deposited in a trust account, controlled or general account, recorded the deposit as required by law and good practice.
  - issued any receipt required by law and good practice.
2. Making outlays
- made any outlay from the correct account, according to law and good practice.
  - recorded the outlay as required by law and good practice.
3. Rendering costs
- calculated the costs in accordance with law, good practice and any agreement between the lawyer and client.
  - added to the bill all outlays made by the firm for which the client is responsible.
  - accounted to the client for any money received from the client on account of costs and outlays, as required by law and good practice.
  - drafted the bill and delivered it in accordance with law and good practice.
4. Maintaining trust account
- maintained any trust account in accordance with specific statutory requirements, including any requirements relating to common fund deposits and auditing.

### **Explanatory Note**

This competency standard applies to trust and general accounting. It requires a general knowledge of bookkeeping and knowledge of the solicitors' trust account law and practice and auditing requirements in the lawyer's jurisdiction.

## Attachment 2 (continued)

### WILLS AND ESTATES PRACTICE

**Descriptor:** An entry-level lawyer who practises in wills and estates should be able to draft wills, administer deceased estates and take action to solve problems about wills and estates.

<b>Element</b>	<b>Performance criteria</b>
	The lawyer has competently:
1. Drafting wills	<ul style="list-style-type: none"> <li>• advised the client of issues, options, and potential problems that might arise in respect of the client's testamentary intentions.</li> <li>• obtained instructions reflecting the client's informed and independent wishes, which can be effectively implemented.</li> <li>• drafted a will reflecting the client's instructions.</li> <li>• identified any issues of testamentary capacity and resolved them in accordance with law and good practice.</li> <li>• ensured that the client executed the will in accordance with law.</li> <li>• given any necessary follow-up advice to the client.</li> </ul>
2. Administering deceased estates	<ul style="list-style-type: none"> <li>• obtained a grant of probate or letters of administration where required.</li> <li>• identified the debts and assets of the estate.</li> <li>• gathered in the estate or transferred or transmitted assets directly to beneficiaries, as appropriate, having regard to the law, good practice, and the circumstances.</li> <li>• discharged the estate's debts, distributed specific gifts and the residue and ensured that the executors have been released of their obligations in a timely fashion.</li> </ul>



### Attachment 2 (continued)

3. Taking action to resolve wills and estates problems
- identified the nature of the problem properly, having regard to the law of the jurisdiction.
  - identified the client's options for dealing with the problem, having regard to the law of the particular jurisdiction and the client's circumstances.
  - explained the options to the client in a way the client can easily understand.
  - taken action to resolve the problem in accordance with the client's instructions.

### **Explanatory Note**

This competency standard applies to wills and deceased estate practice. It must include:

- drawing and advising on standard wills;
- obtaining an uncontested grant of letters of administration on an intestacy or probate where a will exists;
- administering a standard deceased estate;
- helping solve at least one common type of will or estate problem.

Wills and estates problems include:

- testamentary capacity;
- construction;
- validity of the will;
- validity of gifts;
- assets outside the jurisdiction;
- revenue issues;
- family provision;
- mutual wills;
- trusts;
- informal wills;

### Attachment 2 (continued)

- testamentary directions.

Follow-up advice required may include:

- the effects of marriage on a will;
- the effects of divorce on a will;
- storage options;
- revocation;
- modification;
- availability of associated documents such as enduring powers of attorney.

## WORK MANAGEMENT AND BUSINESS SKILLS

**Descriptor:** An entry-level lawyer should be able to manage workload, work habits, and work practices in a way that ensures that clients' matters are dealt with in a timely and cost effective manner.

<b>Element</b>	<b>Performance criteria</b>
	The lawyer has competently:
1. Managing personal time	<ul style="list-style-type: none"> <li>• used a diary or other system to record time limits or deadlines and to assist in planning work.</li> <li>• identified conflicting priorities as they arise and managed the conflict effectively.</li> <li>• used available time effectively, to the benefit of the lawyer's clients and employer.</li> </ul>
2. Managing risk	<ul style="list-style-type: none"> <li>• conducted each matter in a way that minimises any risk to the client, lawyer or firm arising from missed deadlines, negligence or failure to comply with the requirements of the law, a court or other body.</li> </ul>

### Attachment 2 (continued)

- recognised the limits of the lawyer's expertise and experience and referred the client or matter to other lawyers, counsel or other professionals, as the circumstances require.
- 3. Managing files
  - used a file management system to ensure that work priorities are identified and managed; clients' documents are stored in an orderly and secure manner; and to alert the lawyer to any need to follow up a matter or give it other attention.
  - rendered timely bills, in accordance with law and any agreement between the lawyer and client, which set out the basis for calculating the lawyer's fees.
  - accurately recorded all communications and attendances, with details of dates and times.
- 4. Keeping client informed
  - communicated with the client during the course of the matter as frequently as circumstances and good practice require.
  - confirmed oral communications in writing when requested by the client or required by good practice.
  - dealt with the client's requests for information promptly.
  - informed the client fully of all important developments in the matter, in a way which the client can easily understand.
- 5. Working cooperatively
  - worked with support staff, colleagues, consultants and counsel in a professional and cost-effective manner.

### **Explanatory Note**

This competency standard applies to the exercise of good work habits in a legal practice to ensure that:

- clients do not suffer loss or damage from a lawyer missing deadlines or neglecting matters;

**Attachment 2 (continued)**

- clients are kept informed regularly and fully of the progress of their matters;
- clients' matters are dealt with in a cost-effective manner.

## Endnotes

### 1 Index to endnotes

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### 2 Date to which amendments incorporated

This is the reprint date mentioned in the Reprints Act 1992, section 5(c). Accordingly, this reprint includes all amendments that commenced operation on or before 1 July 2005. Future amendments of the Supreme Court (Legal Practitioner Admission) Rules 2004 may be made in accordance with this reprint under the Reprints Act 1992, section 49.

### 3 Key

#### Key to abbreviations in list of legislation and annotations

Key	Explanation	Key	Explanation
AIA	= Acts Interpretation Act 1954	(prev)	= previously
amd	= amended	proc	= proclamation
amdt	= amendment	prov	= provision
ch	= chapter	pt	= part
def	= definition	pubd	= published
div	= division	R[X]	= Reprint No.[X]
exp	= expires/expired	RA	= Reprints Act 1992
gaz	= gazette	reloc	= relocated
hdg	= heading	renum	= renumbered
ins	= inserted	rep	= repealed
lap	= lapsed	(retro)	= retrospectively
notfd	= notified	rv	= revised edition
o in c	= order in council	s	= section
om	= omitted	sch	= schedule
orig	= original	sdiv	= subdivision
p	= page	SIA	= Statutory Instruments Act 1992
para	= paragraph	SIR	= Statutory Instruments Regulation 2002
prec	= preceding	SL	= subordinate legislation
pres	= present	sub	= substituted
prev	= previous	unnum	= unnumbered

## 4 Table of reprints

Reprints are issued for both future and past effective dates. For the most up-to-date table of reprints, see the reprint with the latest effective date.

If a reprint number includes a letter of the alphabet, the reprint was released in unauthorised, electronic form only.

Reprint No.	Amendments included	Effective	Notes
1	none	1 July 2004	
1A	2004 SL No. 158	13 August 2004	
1B	2005 SL No. 29	11 March 2005	
1C	2005 SL No. 129	1 July 2005	

## 5 List of legislation

### **Supreme Court (Legal Practitioner Admission) Rules 2004 SL No. 110**

made by the Governor in Council on 24 June 2004

notfd gaz 25 June 2004 pp 573–81

rr 1–2 commenced on date of notification

remaining provisions commenced 1 July 2004 (see r 2)

exp 1 September 2014 (see SIA s 54)

Note—The expiry date may have changed since this reprint was published. See the latest reprint of the SIR for any change.

amending legislation—

### **Supreme Court (Legal Practitioner Admission) Amendment Rule (No. 1) 2004 SL No. 158**

notfd gaz 13 August 2004 pp 1165–7

commenced on date of notification

### **Supreme Court (Legal Practitioner Admission) Amendment Rule (No. 1) 2005 SL No. 29**

notfd gaz 11 March 2005 pp 845–6

commenced on date of notification

### **Supreme Court (Legal Practitioner Admission) Amendment Rule (No. 2) 2005 SL No. 129**

notfd gaz 24 June 2005 pp 639–45

ss 1–2 commenced on date of notification

s 10 (to the extent it ins pt 5 div 8) commences 2 July 2005 (see s 2(2))

remaining provisions commenced 1 July 2005 (see s 2(1))

## **6 List of annotations**

### **Overview**

**r 3** amd 2005 SL No. 129 s 4

### **Approved academic qualifications—Australian course**

**r 6 prov hdg** amd 2005 SL No. 129 s 5

### **Approved practical legal training requirements—Australian course**

**r 7 prov hdg** amd 2005 SL No. 129 s 6

### **Other approved practical legal training requirements—Australia**

**r 7A** ins 2005 SL No. 129 s 7

### **PART 2A—SUPERVISED WORKPLACE EXPERIENCE**

**pt hdg** ins 2005 SL No. 129 s 8

#### **Division 1—Provisions to be complied with for approved practical legal training requirements**

**div 1 (rr 9A–9G)** ins 2005 SL No. 129 s 8

#### **Division 2—Duties of principal of law practice or person in charge of particular offices**

**div 2 (rr 9H–9L)** ins 2005 SL No. 129 s 8

#### **Division 3—Other provisions**

**div 3 (rr 9M–9Q)** ins 2005 SL No. 129 s 8

### **Application and affidavit of compliance to be filed in court**

**r 11** sub 2004 SL No. 158 s 3

### **Documents and fee to be given to board**

**r 13** sub 2004 SL No. 158 s 4  
amd 2005 SL No. 129 s 9

### **Court or board may shorten or extend time**

**r 26** sub 2005 SL No. 129 s 10

### **Court may exempt from rules**

**r 27** sub 2005 SL No. 129 s 10

### **PART 5—REPEAL AND TRANSITIONAL PROVISIONS**

**pt hdg** sub 2005 SL No. 129 s 10

#### **Division 1—Definitions for part 5**

**div hdg** ins 2005 SL No. 29 s 3  
sub 2005 SL No. 129 s 10

#### **Definitions for pt 5**

**r 28** amd 2004 SL No. 158 s 5  
sub 2005 SL No. 129 s 10

#### **Division 2—Repeals**

**div hdg** ins 2005 SL No. 29 s 4  
sub 2005 SL No. 129 s 10

*Supreme Court (Legal Practitioner Admission)  
Rules 2004*

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**Repeals**

**r 29** ins 2005 SL No. 29 s 4  
sub 2005 SL No. 129 s 10

**Division 3—Extension of time to 30 September 2005 in relation to trainees**

**div hdg** ins 2005 SL No. 129 s 10  
exp 31 October 2005 (see r 31)

**Extension to 30 September 2005**

**r 30** sub 2005 SL No. 129 s 10  
exp 31 October 2005 (see r 31)

**Expiry of div 3**

**r 31** sub 2005 SL No. 129 s 10  
exp 31 October 2005 (see r 31)

**Division 4—Existing students-at-law**

**div hdg** ins 2005 SL No. 129 s 10

**Application of div 4**

**r 32** prev r 32 om R1 (see RA s 40)  
pres r 32 ins 2005 SL No. 29 s 4  
sub 2005 SL No. 129 s 10

**Approved academic qualifications and approved practical training requirements**

**r 33** ins 2005 SL No. 29 s 4  
sub 2005 SL No. 129 s 10

**Examination periods and limits on examinations**

**r 34** ins 2005 SL No. 29 s 4  
sub 2005 SL No. 129 s 10

**Notice of intention to sit examination**

**r 35** ins 2005 SL No. 129 s 10

**Division 5—Existing articled clerks or judges' associates continuing under articles or as associate**

**div 5 (rr 36–39)** ins 2005 SL No. 129 s 10

**Division 6—Existing articled clerks switching to traineeships**

**div 6 (rr 40–43)** ins 2005 SL No. 129 s 10

**Division 7—Other provisions**

**div hdg** ins 2005 SL No. 129 s 10

**Practical legal training courses**

**r 44** ins 2005 SL No. 129 s 10

**References to boards, repealed barristers rules and repealed solicitors rules**

**r 45** ins 2005 SL No. 129 s 10

**Particular approved academic requirements or approved practical legal training requirements**

**r 46** ins 2005 SL No. 129 s 10  
exp 1 July 2006 (see r 46(4))



**PART 6—CONSEQUENTIAL AMENDMENTS**

**pt hdg** om R1 (see RA s 7(1)(k))

**SCHEDULE 1—CONSEQUENTIAL AMENDMENTS**

om R1 (see RA s 40)

**SCHEDULE 2—DICTIONARY**

def **“approved supplementary training”** ins 2005 SL No. 129 s 11

def **“court’s internet website”** ins 2005 SL No. 129 s 11

def **“trainee”** ins 2005 SL No. 129 s 11

def **“workplace experience”** ins 2005 SL No. 129 s 11