



NORTHERN TERRITORY LEGAL SERVICES LIST
Application for Inclusion
Part 2 – Application for Inclusion Form

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Version	Date	Author	Change details
3	05.08.15	Kate Stevenson	Added in additional categories (Commercial: Other: Aboriginal Land/Liquor Licensing/Labour & Employment/Customs & Global Trade; and Litigation: Other: Insolvency/Migration Services)
4	04.01.18	Kate Stevenson	Amendment to Section 6 Referee Report – attaching referee report.

Acronyms	
The following acronyms are used in this document	
Acronyms	Full form

These documents are based on material sourced from the Office of Legal Services Coordination in the Commonwealth Attorney-General's Department. The Northern Territory Government gratefully acknowledges the Office of Legal Services Coordination for allowing use of that material.

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1 Section 1 - Applicant Details

1.1 Applicant Details

APPLICANT DETAILS	
Applicant Legal Name	[insert]
Applicant Trading / Firm Name	[insert]
ABN/ACN	[insert]
Address for Notices	[insert]
Registered Address	[insert]

1.2 Applicant's Primary Contact for NTLSL

APPLICANT'S PRIMARY CONTACT FOR NTLSL	
Name	[insert]
State/Location	[insert]
Category of legal work	[insert]
Position	[insert]
Telephone	[insert]
Email	[insert]

Note: the contact listed in Table 1.2 will be listed as the primary contact in the NTLSL Information System and will be sent notifications from AGD concerning the evaluation process and administration of the NTLSL. It is the Applicant's responsibility to advise AGD of updates/changes.

1.3 Additional Relationship Contacts

ADDITIONAL RELATIONSHIP CONTACTS	
Name	[insert]
State/Location	[insert]
Category of legal work	[insert]
Position	[insert]
Telephone	[insert]
Email	[insert]

2 Section 2 - List Rates and innovative fee arrangements

2.1 List Rates

LIST RATES			
Specify whether List Rates apply across all categories and subcategories, or nominate which category(ies)/subcategory(ies) List Rates apply to: [insert]			
Classification	Hourly Rate (incl GST)	Daily Rate (incl GST)	Secondments (incl GST)
Partner (or equivalent position)	[insert]	[insert]	[insert details or mark "N/A"]
Special Counsel (or equivalent position)	[insert]	[insert]	[insert details or mark "N/A"]
Senior Associate Lawyer (or equivalent position) (over 5 years working experience as a legal practitioner)	[insert]	[insert]	[insert details or mark "N/A"]
Lawyer (2-5 years working experience as a legal practitioner)	[insert]	[insert]	[insert details or mark "N/A"]
Junior Lawyer (less than 2 years working experience as a legal practitioner)	[insert]	[insert]	[insert details or mark "N/A"]
Graduate Clerk	[insert]	[insert]	[insert details or mark "N/A"]
Paralegal	[insert]	[insert]	[insert details or mark "N/A"]
Administration	[insert]	[insert]	[insert details or mark "N/A"]

2.2 Disbursements

DISBURSEMENTS (INCLUSIVE OF GST)
[insert details]

2.3 Innovative Fee Arrangements

INNOVATIVE FEE ARRANGEMENTS (INCLUSIVE OF GST)
[insert details]

3 Section 3 - Categories of Legal Work

3.1 Category/ies of Legal Work Applying For and Regions

CATEGORY/IES OF LEGAL WORK APPLYING FOR					
Category of Legal Work	Practice Areas	Territory wide	Darwin	Alice Springs	Other (specify)
Commercial	Real Property – including conveyancing, leases and licences, planning law relating to developments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [details]
	Government Contracting – including tendering, procurement, probity, project management and risk management for major projects and contracts, Public Private Partnerships, privatisation of government assets and businesses, major construction, building and land development contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [details]
	Corporate and Trade Practices - including consumer protection, competition law, consumer credit, laws relating to corporations, associations, partnerships and joint ventures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [details]
	Finance and Taxation – including insurance, banking, finance, superannuation, trusts, tax law including GST, stamp duty, levies and duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [details]
	Natural Resources – including environmental, water and energy, minerals and petroleum, primary industries, fisheries, marine and maritime, genetic modification, biotechnology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [details]
	Information Technology and Intellectual Property – including software development and licensing, media and communications, copyright, patents, trademarks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [details]
	Other: Aboriginal Land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [details]
	Other: Liquor Licensing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [details]
Other: Labour & Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CATEGORY/IES OF LEGAL WORK APPLYING FOR

	<p>Other: Customs & Global Trade</p> <p><input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>[details]</p> <p><input type="checkbox"/></p> <p>[details]</p>
	<p>Other:</p> <p>[list additional practice areas within this category]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/></p> <p>[details]</p>
Litigation	<p>Administrative Law – including public administration and governance, judicial review and merits review, statutory interpretation, <i>Information Act</i> (FOI), privacy, anti-discrimination and equal opportunity, Ombudsman inquiries, royal commissions and inquiries, coronial inquests, prosecutions, Northern Territory Civil and Administrative Tribunal matters</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/></p> <p>[details]</p>
	<p>Employment and Industrial Relations</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/></p> <p>[details]</p>
	<p>Personal Injury and Statutory Compensation – personal injury, medical negligence, statutory compensation schemes including WRAC and MACA</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/></p> <p>[details]</p>
	<p>Child Welfare and Vulnerable Persons – including youth justice, child welfare, adoptions, adult guardianship, mental health, volatile substance abuse, alcohol mandatory treatment, Part IIA Criminal Code Act (mental impairment and unfitness to be tried)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/></p> <p>[details]</p>
	<p>Building and Construction Disputes</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/></p> <p>[details]</p>
	<p>General Dispute Resolution – including general tort law, negligence, defamation, general contract disputes, wills, estates, trusts and family administration</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/></p> <p>[details]</p>
	<p>Other: Insolvency</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/></p> <p>[details]</p>
	<p>Other: Migration Law Services</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/></p>

CATEGORY/IES OF LEGAL WORK APPLYING FOR					
	Other: [list additional practice areas within this category]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[details] <input type="checkbox"/> [details]
All Other Legal Services	Other: [list additional practice areas within this category]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [details]

3.2 Key Personnel and Size of Practice Area(s)

Page limit: 5 pages for response to Table 3.2 per category of legal work

KEY PERSONNEL AND SIZE OF PRACTICE AREA(S)
Category of Legal Work: [insert details]
[insert details]

3.3 Experience and Examples to Demonstrate Capacity

Page limit: 10 pages for response to Table 3.3 per category of legal work.

EXPERIENCE AND EXAMPLES TO DEMONSTRATE CAPACITY
Category of Legal Work: [insert details]
[insert details]

3.4 Approach to Managing Legal Matters and Client Relationships

Page limit: 5 pages for response to Table 3.4

APPROACH TO MANAGING LEGAL MATTERS AND CLIENT RELATIONSHIPS
[insert details]

3.5 Value Add Services

VALUE ADD SERVICES
[insert details]

4 Section 4 – Conflicts of Interest

Page limit: 5 pages for all of Section 4 response.

4.1 Conflict Of Interest Procedures

CONFLICT OF INTEREST PROCEDURES
[insert details]

4.2 Operational Examples

OPERATIONAL EXAMPLES
[insert details]

4.3 Existing Conflicts of Interest

EXISTING CONFLICTS OF INTEREST
[insert details]

5 Section 5 – Local Development and Value Adding

Page limit: 5 pages for all of Section 5 response.

5.1 Local Development and Value Adding

LOCAL DEVELOPMENT AND VALUE ADDING
[insert details]

6 Section 6 - Referee Reports

6.1 Referee Details

REFEREE DETAILS		
Category of Legal Work	Referee 1	Referee 2
Commercial Law	Name: [insert] Position: [insert] Organisation: [insert] Phone: [insert] Email: [insert] <i>A written reference from the referee must be included with the Application</i>	Name: [insert] Position: [insert] Organisation: [insert] Phone: [insert] Email: [insert] <i>A written reference from the referee must be included with the Application</i>
Litigation	Name: [insert] Position: [insert] Organisation: [insert] Phone: [insert] Email: [insert] <i>A written reference from the referee must be included with the Application</i>	Name: [insert] Position: [insert] Organisation: [insert] Phone: [insert] Email: [insert] <i>A written reference from the referee must be included with the Application</i>
All Other Legal Services	Name: [insert] Position: [insert] Organisation: [insert] Phone: [insert] Email: [insert] <i>A written reference from the referee must be included with the Application</i>	Name: [insert] Position: [insert] Organisation: [insert] Phone: [insert] Email: [insert] <i>A written reference from the referee must be included with the Application</i>

6.2 Referee Report Template

Firstname Surname			
Position			
Referee Contact T 00 0000 0000 M 0000 000 000 E xxxxx@xxxxxxxxx	Firstname Surname	Firstname Surname	Firstname Surname
<i>Please describe the type of work undertaken the Applicant has undertaken for you or your organisation/agency.</i>			
<i>Has the Applicant provided quality legal services to your organisation/agency? Please provide examples.</i>			
<i>In your opinion does the Applicant have capacity to provide quality legal services to the Territory? If so, please provide examples/supporting reasons.</i>			
<i>Has the Applicant provided you with value add services? If so, please provide examples.</i>			
<i>In your opinion does the Applicant have capacity to identify and manage conflicts of interest? If possible, please provide examples.</i>			
<i>In your opinion does the Applicant have an understanding and capacity to provide legal services to government, particularly the government of the Northern Territory of Australia? Please provide examples, such as:</i> <i>Acting with honesty and integrity, including acting as a model litigant; and</i> <i>Commitment to resolving matters through a variety of mechanisms including alternative dispute resolution.</i>			
<i>Please provide any other details of the Applicant's experience that would be relevant to assessing their application for inclusion on the Northern Territory Legal Services List.</i>			
Signed:		Date:	

7 Section 7 - Applicant CVs

Page limit: 10 pages of CVs per category of legal work.

7.1 CV Template

<p>Firstname Surname</p> <p>Position</p>	
<p>Profile</p> <p>CV profile details. - summary of key achievements</p>	<p>Contact</p> <p>Office</p> <p>T 00 0000 0000</p> <p>M 0000 000 000</p> <p>E xxxx@xxxxxx</p>
	<p>Areas of law</p> <p>area 1</p> <p>area 2</p>
	<p>Qualifications</p> <p>Qualification (Honours), University, 200X</p> <p>Qualification, University, 200X</p> <p>Qualification, University, 200X</p>
	<p>Admissions</p> <p>Territory, 200X</p> <p>State, 200X</p>

Key experience

Client name: Description of matter in general terms

Agency secondments

Agency name: Project description.

Relevant experience from other past positions

Project name: Project description.

Project name: Project description.

Project name: Project description.

Memberships

Memberships

8 Section 8 – Applicant’s Declarations

8.1 Applicant’s Declaration – Key Personnel

APPLICANT’S DECLARATION – KEY PERSONNEL	
<p>I, [INSERT NAME], confirm that as required by threshold condition 4.1.1, the key personnel nominated in the application for inclusion and listed below are admitted to legal practice in Australia and are subject to the regulation of a relevant State/Territory law society or professional body, or the National Board on its commencement, or Part VIII B of the <i>Judiciary Act 1903</i>. This confirmation relates to the following key personnel:</p> <ul style="list-style-type: none"> • [insert full name of key personnel #1] • [insert full name of key personnel #2] • [insert full name of key personnel #3] • [insert full name of key personnel #x - Note: no limits apply to the number of key personnel you can nominate] <p>Dated this [date] day of [month] 2018</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>[name of signatory]</p> <p>In the presence of:</p> <p>[name of witness]</p> </div> <div style="text-align: center;"> <p>Signature</p> <p>Signature of witness</p> </div> </div>	

8.2 Insurance Details

INSURANCE DETAILS	
Professional Indemnity Insurance	
Insurer:	[insert name of insurer]
Policy No:	[insert policy number]
Insured Amount:	[insert insured amount]
Expiry Date:	[insert expiry date]
Public Liability Insurance	
Insurer:	[insert name of insurer]
Policy No:	[insert policy number]
Insured Amount:	[insert insured amount]

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Expiry Date:	[insert expiry date]
Workers Compensation Insurance	
Insurer:	[insert name of insurer]
State/Territory:	[insert Territory or State] <i>(a policy must be provided for each relevant jurisdiction)</i>
Policy No:	[insert policy number]
Expiry Date:	[insert expiry date]

Attach certificates of currency for the Insurances listed above

8.3 Applicant’s Declaration – Insurances

APPLICANT’S DECLARATION – INSURANCES	
<p>For the purposes of threshold condition 4.1.1, I [INSERT NAME], confirm that the Applicant has:</p> <ol style="list-style-type: none"> a. professional indemnity insurance for an amount not less than that required under the Operational Rules at the date of this Application for Inclusion; and b. public liability insurance for an amount not less than that required under the Operational Rules at the date of this Application for Inclusion; c. workers compensation insurance as required by law for each jurisdiction in which the Applicant is practising, <p>and that these insurances are current at the time of application and will be maintained.</p> <p>For the purpose of threshold condition 4.1.1, I confirm that: <i>(select one)</i></p> <p><input type="checkbox"/> the Applicant is a member of a limitation of liability scheme through a State Territory law society or similar, and I have attached evidence that the Applicant has a liability cap for an amount not less than that required under the Operational Rules at the date of this Application for Inclusion; or</p> <p><input type="checkbox"/> the Applicant is not a member of a limitation of liability scheme.</p> <p>Dated this [date] day of [month] 2018</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>[name of signatory]</p> <p>In the presence of:</p> <p>[name of witness]</p> </div> <div style="text-align: center;"> <p>Signature</p> <p>Signature of witness</p> </div> </div>	

8.4 Applicant’s Declaration – General

APPLICANT’S DECLARATION – GENERAL	YES	NO
Does the Applicant, or any of its subcontractors (if any), having made all reasonable enquiries, have any unsettled judicial decisions against it relating to unpaid employee entitlements?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Applicant had any judgment against it from any Court or Tribunal (including overseas jurisdictions but excluding judgments under appeal or instances where the period for appeal or payment/settlement has not expired) relating to a breach of workplace relations law, work health and safety law or workers’ compensation law? If yes, has the Applicant fully complied with any such judgement?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
After having made all reasonable enquiries, does the Applicant have any actual or potential perceived conflicts of interest in respect of participating in the NTLSL arrangements or the provision of legal services?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Applicant (including its personnel) the subject of any disciplinary investigations, proceedings or orders by a law society or other professional body?	<input type="checkbox"/>	<input type="checkbox"/>
To the Applicant’s knowledge is any of the information submitted in the Applicant’s application for inclusion inaccurate?	<input type="checkbox"/>	<input type="checkbox"/>

Please provide details below, where an Applicant has answered YES to one of the above questions.

8.5 Additional Details of Applicant’s Declaration - General

ADDITIONAL DETAILS