

Legal Services Expenditure Report 2021-22

Entity Details

What is this section?

In this section, you will be identifying the entity that is completing this LSER template. Some information throughout the Entry form will auto-populate based on this selection, including the ABN, participation in the Whole of Australian Government Legal Services Panel, and comparisons with that entity's 2020-21 LSER.

What if the entity name or ABN is incorrect?

If you cannot find your entity in the list, or if the information that loads is incorrect, please contact the Office of Legal Services Coordination (OLSC) for assistance. We note that the entity names in the list correspond with previous LSER's and have been updated in accordance with changes as reflected in the Finance Flipchart.

What is the name of your entity? (Choose from list)

Australian Institute of Criminology

ABN

63 257 175 248

Check details to proceed

Check

Proceed below

Template Guidance

<p>How to use this template</p>	<p><i>This template is for completing the 2021-22 LSER and has been approved by OLSC. You must only use this template. All non-corporate and corporate Commonwealth entities must complete the template, unless exempted from doing so.</i></p> <p><i>As you fill out the template, you will see more guidance and only be prompted to move to the next section once the current section has been successfully completed. Each section is dedicated to a different type of legal services expenditure. Once complete, you can review your inputs in the Summary sheet and include commentary if required.</i></p>	
<p>What is section 1?</p>	<p><i>In section 1 you are required to report the total value of your entity's internal legal services expenditure for 2021-22.</i></p>	
<p>What is section 2?</p>	<p><i>In section 2 you are required to report the details of your entity's briefs to counsel.</i></p>	
<p>What is section 3?</p>	<p><i>In section 3 you are required to report total value of your entity's expenditure on disbursements.</i></p>	
<p>What is section 4?</p>	<p><i>In section 4 you are required to report information about your entity's use of legal services panels.</i></p>	
<p>What is section 5?</p>	<p><i>In section 5 you are required to report on your entity's expenditure on professional fees.</i></p>	

<p>What is the Summary sheet?</p>	<p><i>The Summary sheet is only visible once you have confirmed that the Entry form is complete following inclusion of the last domestic legal services provider in Section 5c.</i></p> <p><i>In the Summary sheet you are required to review and confirm the summary totals for your entity's 2021-22 Legal Services Expenditure Report based on what you entered in the Entry form sheet.</i></p> <p><i>Commentary is required if there has been a significant change in total expenditure from 2020-21. Otherwise, entities may provide optional commentary to OLSC about their report. Commentary will not be made public or shared with other entities.</i></p>	
<p>How should information be reported?</p>	<p><i>Information should be reported in accordance with Guidance Note 8 which can be found at <https://www.ag.gov.au/legal-system/office-legal-services-coordination/legal-services-directions-and-guidance-notes>.</i></p> <p><i>In particular, expenditure is to be reported on an accruals basis. All figures are to be GST exclusive and rounded to the nearest dollar. Do not leave any input cells blank. For example, if there was no expenditure, enter '0' for a total value of \$0.</i></p> <p><i>Entities participating in the Whole of Australian Government Legal Services Panel are welcome to utilise the legal services providers reported expenditure data in the Panel online Portal to inform their LSER.</i></p>	
<p>How do I submit a completed template?</p>	<p><i>The completed template is to be returned to OLSC within 60 days after the end of the financial year (29 August 2022). Please email a copy to LSER@ag.gov.au. If your entity is not able to meet this deadline please email LSER@ag.gov.au as early as possible.</i></p>	
<p>A reminder of further obligations</p>	<p><i>In addition to completing this template, all non-corporate Commonwealth entities are required to publish their legal services expenditure by 30 October.</i></p>	
<p>Need further assistance?</p>	<p><i>If you require further assistance to complete this template please get in touch with OLSC: Phone: (02) 6141 3642 Email: LSER@ag.gov.au</i></p>	
	<p>Please confirm that you have read and understood the Template Guidance</p>	<p>Yes</p>
	<p>Proceed below</p>	

Section 1 Internal Legal Services Expenditure (explainer)		
What is this section?	<i>In this section you are required to report the total value of your entity's internal legal services expenditure for 2021-22.</i>	
What is internal legal services expenditure?	<i>Internal legal services expenditure is the total expenditure within an entity on legal work undertaken by in-house lawyers, either by a dedicated legal unit, or by individual lawyers working within business lines. Information on how to calculate internal legal services expenditure is in Guidance Note 8.</i>	
How is internal legal services expenditure reported?	<i>Only enter whole dollar amount. Figures including cents will not be accepted. If there was no expenditure, enter '0' for a total value of \$0.</i>	
Please confirm that you have read and understood the Internal Legal Services Expenditure explainer		Yes
Proceed below		
Section 1 Internal Legal Services Expenditure		
	Total value of internal legal services expenditure	\$ -
Check details to proceed		Check
Proceed below		

Section 2**Counsel Briefs (explainer)**

What is this section?

In this section you are required to report the details of your entity's briefs to counsel (not including the Solicitor-General) for 2021-22. This section is divided into two subsections: 2a) Briefs to Junior Counsel; 2b) Briefs to Senior Counsel.

In each section, you are required to report the number and value of briefs, broken down by gender and how counsel was briefed.

What is the difference between senior and junior counsel?

'senior' means a barrister of 10+ years experience at the Bar, counsel who has 10 or more years' experience in being briefed as a barrister to advise or appear, or a Queen's/Senior Counsel. For 2021-22, include counsel called to the bar in 2012.

'junior' means all other barristers/counsel.

What is the difference between direct and indirect briefing?

Indirect briefing is when a legal services provider briefs counsel.

Direct briefing is when an entity briefs counsel directly, rather than through a legal services provider.

How are briefs reported?

Only include details for 2021-22. For example, if counsel was briefed in a previous reporting period, do not include it in the number of briefs (as it was reported in a previous LSER). However, if that counsel undertook work during the reporting period, this expenditure should be reported. Briefing the same counsel in an appeal counts as a new brief.

Figures must be reported as whole numbers, GST exclusive. Figures including cents will not be accepted. If there were no briefs or expenditure, you are required to input '0'.

Please confirm you have read and understood the counsel briefs explainer

Yes

Proceed below

Section 2a

Briefs to Junior Counsel

Direct Briefs to male junior counsel

Total number	0
Total value	\$ -

Direct Briefs to female junior counsel

Total number	0
Total value	\$ -

Direct Briefs to gender X junior counsel

Total number	0
Total value	\$ -

Check details to proceed	Check
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Proceed below

Indirect Briefs to male junior counsel

Total number	0
Total value	\$ -

Indirect Briefs to female junior counsel

Total number	0
Total value	\$ -

Indirect Briefs to gender X junior counsel

Total number	0
Total value	\$ -

Check details to proceed	Check
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Proceed below	
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Section 2b

Briefs to Senior Counsel

Direct Briefs to male senior counsel

Total number	0
Total value	\$ -

Direct Briefs to female senior counsel

Total number	0
Total value	\$ -

Direct Briefs to gender X senior counsel

Total number	0
Total value	\$ -

Check details to proceed	Check
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Proceed below	
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Indirect Briefs to male senior counsel

Total number	0
Total value	\$ -

Indirect Briefs to female senior counsel

Total number	0
Total value	\$ -

Indirect Briefs to gender X senior counsel

Total number	0
Total value	\$ -

Check details to proceed	Check
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Proceed below	
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Section 3		Disbursements (explainer)	
What is this section?	<i>In this section you are required to report the total value of your entity's expenditure on disbursements.</i>		
What are disbursements?	<i>Disbursements are costs incurred for goods and services that are not counsel or professional fees.</i>		
	<i>Disbursements could include fees paid to expert witnesses, court fees, travel and accommodation costs and administrative fees such as binding and copying.</i>		
How are disbursements reported?	<i>The figure must be a whole dollar amount, GST exclusive. Figures including cents will not be accepted. If there were no disbursements, enter '0' for a total value of \$0.</i>		
		Please confirm you have read and understood the Disbursements explainer	Yes
		Proceed below	
Section 3		Disbursements	
	Total value of disbursements	\$	-
		Check details to proceed	Check
		Proceed below	

Section 4**Legal Services Panels (explainer)**

What is this section?

In this section you are required to report information about your entity's use of legal services panels. The Panels are the 'Whole of Australian Government Legal Services Panel', 'Provision of Tax Technical Legal Services Panel', and the 'ACCC/AER Competition and Consumer Law Panel 2019'.

Information about your entity's participation and Panel fee (GST exclusive) for the 'Whole of Australian Government Legal Services Panel' will be auto-populated (it is mandatory for non-corporate Commonwealth entities and opt-in for other Commonwealth bodies).

What expenditure is to be reported?

Entities that participated in the 'Whole of Australian Government Legal Services Panel' at any time during the financial year must report their 2021-22 off-Panel expenditure through use of the 10% off-Panel Allowance and Exemptions (only for that time they were participating in the Panel).

Entities must report their total 2021-22 expenditure under the 'Provision of Tax Technical Legal Services Panel', and the 'ACCC/AER Competition and Consumer Law Panel 2019'.

These figures will be captured in the total value of professional fees that are reported in Section 5. To prevent double counting, these figures are not added to total legal expenditure.

How is legal services panel expenditure reported?

The figures must be in whole dollar amounts, GST exclusive. Figures including cents will not be accepted. If there was no expenditure, enter '0' for a value of \$0.

Please confirm you have read and understood the Legal Services Panels explainer

Yes

Proceed below

Section 4

Legal Services Panels

Whole of Australian Government Legal Services Panel

Does your entity participate in the Whole of Australian Government Legal Services Panel?

Yes

Provision of Tax Technical Legal Services Panel

Total value of expenditure on Provision of Tax Technical Legal Services Panel for 2021-22

\$ -

ACCC/AER Competition and Consumer Law Panel 2019

Total value of expenditure on ACCC/AER Competition and Consumer Panel 2019 for 2021-22

\$ -

Check details to proceed

Check

Proceed below

Panel fee

What was your entity's Panel fee for 2021-22?

\$ -

Panel flexibility mechanisms

Professional Fees for work done by non-Panel firms as part of 10% off-Panel allowance

\$ -

Professional Fees for work done by non-Panel firms with an Exemption from AGD

\$ -

Check details to proceed

Check

Proceed below

Section 5**Professional fees (explainer)**

What is this section?

In this section you are required to report on your entity's expenditure on professional fees. Each external legal services provider's professional fees should be entered separately in the reporting template.

Professional fees are the fees chargeable for work undertaken by external legal services providers for their professional services; that is, the work done by the provider lawyers. It does not include fees paid to counsel or disbursements.

This section is divided into 3 subsections for different types of external providers: 5a) Other government providers; 5b) Overseas providers; 5c) Domestic providers.

What are other government providers?

Some entities provide billable legal services. Only services that attract a charge should be recorded as a professional fee. Other government providers is limited to the 3 primary government legal services providers (not including the Australian Government Solicitor): Attorney-General's Department; Department of Foreign Affairs and Trade; Office of Parliamentary Counsel.

What are overseas providers?

Some entities engage external legal services providers that are outside of Australia (i.e. not domestic). OLSC does not require the name of each overseas legal services provider. Instead provide one consolidated value for these professional fees.

What are domestic providers?

Domestic external legal services providers include solicitors and similar service providers, including government legal services providers such as the Australian Government Solicitor (AGS), that conduct their business in Australia.

How is expenditure on professional fees reported?

The figures must be a whole dollar amounts, GST exclusive. Figures including cents will not be accepted. If there was no expenditure, enter '0' for a value of \$0.

Additional guidance for domestic providers

The first domestic provider listed in section 5c is AGS. You must report your entity's professional fees with AGS here. If your entity did not engage with AGS during 2021-22, then you must enter '0' for a value of \$0.

Each domestic provider's professional fees must be entered separately. Commonly reported domestic providers in 2020-21 have been included in the drop-down list. If a provider is not listed choose "PROVIDER NOT LISTED" to enter the provider name manually. You must only enter the details of domestic providers your entity had professional fees with in 2021-22. You cannot report '0' for any domestic provider other than AGS. You cannot report expenditure on a domestic provider more than once.

Once you have entered details for AGS, and for each subsequent domestic provider, you will be prompted 'Is another domestic provider required?'. To add another domestic provider you must select 'Yes'. If you have finished entering the details of all domestic providers your entity had professional fees expenditure with in 2021-22, you must select 'No'. By selecting 'No', you will be prompted to confirm the details you have entered in order to proceed. Section 5c is the final part of the Entry form. By confirming the details you will complete the Entry Form. You will not be able to proceed to another domestic provider or complete the form unless the details you have entered are correct.

Please confirm that you have read and understood the Professional Fees explainer

Yes

Proceed below

Section 5a		Other Government Legal Services Providers	
Attorney-General's Department (DO NOT INCLUDE PANEL FEE)			
	Total value of expenditure	\$	-
Department of Foreign Affairs and Trade			
	Total value of expenditure	\$	-
Office of Parliamentary Counsel			
	Total value of expenditure	\$	-
	Check details to proceed		Check
	Proceed below		
Section 5b		Overseas Legal Services Providers	
Overseas firms (single total figure, individual firm names not required)			
	Total value of expenditure	\$	-
	Check details to proceed		Check
	Proceed below		

Section 5c

Domestic Legal Services Providers

Australian Government Solicitor

Total value of expenditure	\$	17,225.00
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Is another domestic provider required?	No
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Proceed below to confirm details and complete Entry Form

Please confirm that the details entered into the Entry Form are correct	I confirm
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Entry Form complete - proceed to Summary sheet



















Entry Form complete