

## APPLICATION FOR INCLUSION FORM

### Section 1 - Applicant Details

APPLICANT DETAILS		
Service Provider Name / Trading Name		
ABN/ACN		
Address for Notices		
Registered Address		
Small and Medium Enterprise (SME) (an Australian or New Zealand firm with fewer than 200 full time equivalent employees)	YES	NO

Please nominate a category or categories of legal work for participation

CATEGORY OF LEGAL WORK	YES	NO
<p><b>Government and Administrative Law *</b></p> <p>including but not limited to public administration and governance, judicial review and merits review, Ombudsman inquiries, Crown liability, tort law, employment law, statutory interpretation, FOI, privacy, royal commissions and inquiries, coronial inquiries, military discipline, commissions of enquires and tied</p>		

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<b>CATEGORY OF LEGAL WORK</b>	<b>YES</b>	<b>NO</b>
work.		
<b>Corporate and Commercial Law *</b> including but not limited to following types of law, taxation, property, contract, insurance, banking and finance, intellectual property, construction, corporations, consumer and competition, information technology, media and communications, probity, and environmental law.		
<b>Dispute Resolution and Litigation</b> these services include but are not limited to advising and acting in litigation, arbitration, mediation, conciliation, or expert determination and case management.		
<b>All other legal services*</b> including but not limited to, family law and criminal law (including justice and law enforcement services).  This category should only be nominated if the proposed legal services do not fall within any of the other categories.		

\* These categories involve transactional and advice work only. The dispute resolution and litigation category should also be nominated if dispute resolution and litigation services are being offered.

For example, nominate the Corporate and Commercial Law and Dispute Resolution and Litigation categories if the Service Provider is offering transactional, advice and dispute resolution and litigation services in taxation law.

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Please provide contact details for relationship managers. A single point of contact or a point of contact in each State or Territory location may be listed for each nominated category of legal work. Nominated relationship managers will be the primary point of contact for Agencies. Please do not provide details of individuals. Insert additional fields below for each primary contact as required.

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<b>PRIMARY CONTACT DETAILS</b>	
State/Location	
Category of legal work	
Position	
Telephone	
Email	

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Applicants must provide a YES or NO response to the questions below.

<b>DECLARATIONS BY APPLICANT</b>	<b>YES</b>	<b>NO</b>
Is the Applicant, or any of its subcontractors (if any) currently named as not complying with the <i>Equal Opportunity for Women in the Workplace Act 1999</i> (Cth)?*		
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?		
After having made all reasonable enquiries, does the Applicant have any actual or potential perceived conflicts of interest in respect of participating in the LSMUL arrangements or the provision of legal services?		
Is the Applicant (including its personnel) the subject of any disciplinary investigations, proceedings or orders by a law society or other professional body?		
To the Applicant's knowledge is any of the information submitted in the Applicant's application for inclusion inaccurate?		

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\*It is Australian Government policy not to purchase goods or services from suppliers who do not comply with their obligations, if any, under this Act. Applicants should note their potential obligations under the LSMUL Deed in relation to equal opportunity for women in the workplace.

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

<b>DETAILS</b>

## Section 2 - List Rates and innovative fee arrangements

**Note: All information about rates must be inclusive of GST.**

Information about list rates will be collected and made available to Agencies at the point of purchasing from the LSMUL. Subject to clause 4.4 of the LSMUL Deed, for any services procured from the LSMUL, Agencies must not be charged more than the list rates.

This same form must be used when Participant's are updating list rates with OLSC.

Notwithstanding these arrangements, Agencies may also wish to negotiate their own specific fee arrangements when procuring Legal Services from the LSMUL.

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Please provide details of National list rates and/or list rates for each location by State or Territory, or region. Insert additional fields below for each location as required.

Additional fields should also be entered if the list rates are in excess of the general list rates across classifications (e.g. taxation services).

LOCATION(S)			
National/State/Territory/Region:			
Classification	Hourly Rate	Daily Rate	Secondment Rate
Partner (or equivalent position)			
Special Counsel (or equivalent position)			
Senior Associate			

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<b>LOCATION(S)</b>			
<b>National/State/Territory/Region:</b>			
<b>Classification</b>	<b>Hourly Rate</b>	<b>Daily Rate</b>	<b>Secondment Rate</b>
Lawyer (or equivalent position)  (over 5 years working experience as a legal practitioner)			
Lawyer (2-5 years working experience as a legal practitioner)			
Junior Lawyer (less than 2 years working experience as a legal practitioner)			
Graduate Lawyer			
Paralegal			
Administration			

Applicants must also outline fees (if any) in relation to disbursements that may be charged.

<b>DISBURSEMENTS</b>

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Applicants are required to outline innovative fee arrangements they propose to make available to Agencies and the basis on which those arrangements are offered and will be calculated. Innovative fee arrangements may include but are not be limited to, arrangements which reduce the cost of the services without jeopardising the Applicant’s business model or the quality of the services delivered and may involve sharing risk. Examples may include discounts for bulk placement of work, blended rates, fixed fees etc.

<b>INNOVATIVE FEE ARRANGEMENTS</b>

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### **Section 3 - Categories of Legal Work, Conflicts of Interest and Legal Service Directions**

*Demonstrated capacity to provide quality legal services to the Commonwealth in the nominated categories of legal work, including offers of value add service*

For each category or categories of legal work nominated in Form 1, Applicant's are to include details on the practice area(s), including key personnel for each nominated practice area, areas of specialisation, the size of the practice area and the Applicant's approach to managing legal matters and client relationships.

Applicants should limit responses for each of the nominated categories of legal work to 10 pages. Insert additional fields below for each nominated category of legal work as required.

<b>CATEGORY OF LEGAL WORK:</b>

Applicants are also required to indicate what value add services are available to Agencies and the basis on which they are offered. Value add services may include but are not limited to any of the following: training, secondments, outposts, access to law library online resources, newsletters, case summaries and other publications.

Applicants should note that value added services provided in their application for inclusion do not prevent Agencies from negotiating their own specific value add arrangement.

<b>VALUE ADD SERVICES</b>

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*Demonstrated capacity to identify and manage conflicts of interest*

Applicants should detail the approaches and processes they have in place for avoiding, identifying and managing actual or perceived conflicts of interest and provide examples as to the operation of those approaches and processes.

Applicants should limit responses to 5 pages.

<b>CONFLICTS OF INTEREST</b>

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*Demonstrated understanding and capacity to meet the requirements of the Legal Services Directions 2005, including commitment to pro bono legal work*

Applicants should detail arrangements that are either in place or will be put in place for identifying tied work and ensuring requirements relevant to the performance of legal services in public sector environment are met.

Applicants should limit responses to 5 pages.

<b>LEGAL SERVICES DIRECTIONS</b>

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Applicants need to indicate whether they have signed up to the National Pro Bono Resource Centre’s Aspirational Target. If an Applicant has not signed up to the Aspirational Target, please nominate a target value of Pro Bono Work over a financial year.

<b>PRO BONO WORK</b>

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## CV Template

<b>Firstname Surname</b> Position	
<b>Profile</b> CV profile details. - summary of key achievements	<b>Contact</b> Office T 00 0000 0000 M 0000 000 000 E xxxx@xxxxxx
	<b>Areas of law</b>
	<b>Qualifications</b> Qualification (Honours), University, 200X Qualification, University, 200X Qualification, University, 200X
	<b>Admissions</b> State, 200X State, 200X
	<b>Security clearance</b> Yes/No

### 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