

Item Number	Data Items	Schedules	Mandatory (M) /Optional (O) /Not Applicable (N)								Field Type (1)	Value /Format	Description	Validation/Business Rules
			NSW	VIC	QLD	SA	WA	TAS	ACT	NT				
53	Commonwealth - Opening balance (quarterly)	4A	M	M	M	M	M	M	M	M	\$	See description	The amount of Commonwealth Legal Aid Monies held by a legal aid commission at the beginning of a reporting (i.e. a financial year or each quarter) period. The opening balance will be 1. for the first quarter, equal to the closing balance in the audited annual statement for the previous financial year 2. for the second and following quarters, equal to the closing balance for the preceding quarter Note: Format for negative number is 'number in brackets in red' (e.g. the format for '-1,000' is '(1,000)' in red).	1. LAC must manually enter this field. 2. Can be a negative value for this field (exceptional case)
54.	Revenue - Services Payment (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the annual amount payable quarterly by the Commonwealth to the Commission as the Services Payment for the provision of the Legal Aid Services.	
55.	Revenue - Interest (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the interest earned on Commonwealth Legal Aid Monies under subparagraph 3.5 which forms part of the Commonwealth Legal Aid Monies.	
56.	Revenue - Costs Recovered (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means any amounts recovered by the Commission, other than by way of a Contribution, for the cost of a Legally Assisted Person's Grant of Legal Assistance made under this Agreement, for example by way of a costs order made by a court, or costs paid under a settlement that are over and above the amount to be paid to the Legally Assisted Person by way of settlement.	

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57.	Revenue - Contributions (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means any amounts levied by the Commission upon Legally Assisted Persons in accordance with the Act as a condition of a Grant of Legal Assistance.	
58.	Revenue - CCL – ECF (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means amounts received by the LAC from the Commonwealth Criminal Law - Expensive Cases Fund (as defined in the Agreement). (As described in Part 3 (Criminal Law Guidelines) of the Commonwealth Legal Aid Guidelines. .	
59.	Revenue - Other (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means any revenue received, attributable to funding provided by the Commonwealth to the Territory or the Commission under this Agreement or any previous legal aid agreement, held by the Territory and/or Commission.	
60.	Total Revenue (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the sum of all revenues (i.e. Service Payment, Interest, Costs Recovered, Contributions, CCL – ECF and Other) of a quarter.	1. This is a Read Only and calculated field.
61.	Expenditure - Information Services – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the cost of the services that provide information to people that is of general application about such matters as:  a. Legal rights and responsibilities  b. Alternative dispute resolution processes  c. Legal, court and tribunal processes, and	

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62.	Expenditure - Information Services – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		<p>d. The availability of a Grant of Legal Assistance</p> <p>and referrals to other appropriate services which may be of further assistance, both internally (such as other Legal Aid Services) or externally (such as financial counselling or family relationship services).</p>		
63.	Expenditure - Community Legal Education and Publication Services – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		<p>Means the cost of services that may include such matters as:</p> <p><u>(a) Community legal education services</u> Community legal education services are</p>		

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													any services or strategies designed to meet the needs of a group of people in the community in relation to legal issues or legal problem resolution, and typically involve:  A. Classes, forums, seminars and workshops  B. The development of resources and materials to support a range of client services, and  C. Community development and liaison.  <u>(b) Publications</u> Publications are any materials published by the Commission that further an understanding of a legal issue or access to legal problem resolution, including material and information kits published by the Commission on its website.	
64.	Expenditure - Community Legal Education and Publication Services – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		Means the services that may include such matters as:  <u>(a) Community legal education services</u>  Community legal education services are any services or strategies designed to meet the needs of a group of people in the community in relation to legal issues or legal problem resolution, and typically involve:  A. Classes, forums, seminars and	

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													workshops  B. The development of resources and materials to support a range of client services, and  C. Community development and liaison.  <u>(b) Publications</u> Publications are any materials published by the Commission that further an understanding of a legal issue or access to legal problem resolution, including material and information kits published by the Commission on its website.	
65.	Expenditure - Legal advice services - in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the cost of the services that may include such matters as:  (i) Provide specific legal advice in relation to a person's individual circumstances, and  (ii) Analyse the options available to that person to resolve his or her legal matter.	1. Advice provided at the AAT is considered to be a Legal Advice Service, not a Duty Lawyer Service.
66.	Expenditure - Legal advice services - in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		Means the number of services that may include such matters as:  (i) Provide specific legal advice in relation to a person's individual circumstances, and	1. Advice provided at the AAT is considered to be a Legal Advice Service, not a Duty Lawyer Service.

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												(ii) Analyse the options available to that person to resolve his or her legal matter.		
67.	Expenditure - Minor assistance services – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	O\$	<p>Means the cost of the services that may include such matters as:</p> <p>(i) Provide self-help assistance greater than that provided under legal advice services but short of direct representation</p> <p>(ii) Are designed to enable people to progress resolution of identified legal problems, and</p> <p>(iii) May include oral advocacy and preparation of formal court or other relevant documentation.</p>	1. If 'N/A' is recorded then 'N/A' must also be recorded for Item Number 68.	
68.	Expenditure - Minor assistance services – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	ONo	<p>Means the number of services that may include such matters as:</p> <p>(i) Provide self-help assistance greater than that provided under legal advice services but short of direct representation</p> <p>(ii) Are designed to enable people to progress resolution of identified legal problems, and</p> <p>(iii) May include oral advocacy and preparation of formal court or</p>	1. If 'N/A' is recorded then 'N/A' must also be recorded for Item Number 67.	

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													other relevant documentation.	
69.	Expenditure - Child support services (non-litigation) (if counted separately) – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	O\$		Means the cost of services that provide a specialised form of non-litigation assistance designed to meet the needs of people requiring assistance in respect of individual circumstances related to issues under the Child Support Scheme.	1. If 'N/A' is recorded then 'N/A' must also be recorded for Item Number 70.
70.	Expenditure - Child support services (non-litigation) (if counted separately) – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	ONo		Means the number of services that provide a specialised form of non-litigation assistance designed to meet the needs of people requiring assistance in respect of individual circumstances related to issues under the Child Support Scheme.	1. If 'N/A' is recorded then 'N/A' must also be recorded for Item Number 69.
71.	Expenditure - Duty Lawyer Services - Family Law – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the cost of legal services for a Commonwealth Family Law matter provided by a legal practitioner attending a court, tribunal or place of detention at a court, being legal services consisting of appearing on behalf of a person and/or giving legal advice to a person at that place in relation to an imminent court event.	
72.	Expenditure - Duty Lawyer Services - Family Law – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		Means the number of legal services for a Commonwealth Family Law matter provided by a legal practitioner attending a court, tribunal or place of detention at a court, being legal services consisting of appearing on behalf of a person and/or giving legal advice to a person at that place in relation to an	

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													imminent court event.	
73.	Expenditure - Duty Lawyer Services - Criminal Law – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the cost of legal services for a Commonwealth Criminal Law matter provided by a legal practitioner attending a court, tribunal or place of detention at a court, being legal services consisting of appearing on behalf of a person and/or giving legal advice to a person at that place in relation to an imminent court event.	
74.	Expenditure - Duty Lawyer Services - Criminal Law – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		Means the number of legal services for a Commonwealth Criminal Law matter provided by a legal practitioner attending a court, tribunal or place of detention at a court, being legal services consisting of appearing on behalf of a person and/or giving legal advice to a person at that place in relation to an imminent court event.	
75.	Expenditure - Duty Lawyer Services - Civil Law – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the cost of legal services for a Commonwealth Civil Law matter provided by a legal practitioner attending a court, tribunal or place of detention at a court, being legal services consisting of appearing on behalf of a person and/or giving legal advice to a person at that place in relation to an imminent court event.	1. Advice provided at the AAT is considered to be a Legal Advice Service, not a Duty Lawyer Service.
76.	Expenditure - Duty Lawyer	4A	M	M	M	M	M	M	M	M	No		Means the number of legal services for a	1. Advice provided at the AAT is

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	Services - Civil Law – in No amount (quarterly)												Commonwealth Civil Law matter provided by a legal practitioner attending a court, tribunal or place of detention at a court, being legal services consisting of appearing on behalf of a person and/or giving legal advice to a person at that place in relation to an imminent court event.	considered to be a Legal Advice Service, not a Duty Lawyer Service.
77.	Expenditure - PDR Services - Grants – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the total cost of grants for the provision of PDR services, in relation to Commonwealth Family Law matters, during the financial reporting period. PDR services means the services set out in Item E of Schedule 1E of the Agreement.	1. The expenditure reported must relate to the relevant financial reporting period and may include: a) any expenditure incurred during the current reporting period against grants commenced during a previous reporting period b) expenditure incurred against initial grants approved during the current reporting period 2. Extensions to a grant are not to be counted separately from the initial grant if the extensions are for the same type of service. For example, an initial grant for PDR services plus further extensions for litigation services are counted as one grant for PDR and one grant for Litigation services. Where there are both Grants for Litigation Services and PDR on the same Application, each service should be counted to a maximum of one. For example, an initial grant for PDR and a subsequent extension for Litigation Services, are counted as one Grant for PDR and one Grant for Litigation Services.
78.	Expenditure - PDR Services -	4A	M	M	M	M	M	M	M	M	No		Means the total number of grants for the	1. Only grants approved during the

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	Grants – in No amount (quarterly)												provision of PDR services made by the Commission to a person (a Legally Assisted Person) in accordance with the Act and with the terms and conditions of the Agreement, within the financial reporting period. PDR services means the services set out in Item E of Schedule 1E of the Agreement.1	reporting period must be counted. 2. Extensions to a grant are not to be counted separately from the initial grant if the extensions are for the same type of service. For example, an initial grant for PDR services plus further extensions for litigation services are counted as one grant for PDR and one grant for Litigation services. Where there are both Grants for Litigation Services and PDR on the same Application, each service should be counted to a maximum of one. For example, an initial grant for PDR and a subsequent extension for Litigation Services, are counted as one Grant for PDR and one Grant for Litigation Services.
79.	Expenditure - PDR Services - Screen, Conference & Other – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the amount spent by the Commission on PDR conferences and including intensive screening and organisation of the conference, whether or not a conference eventuates.	
80.	Expenditure - Litigation Services (Grants) - Family Law – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the total cost of grants for the provision of litigation services, in relation to Commonwealth Family Law matters, made by the Commission, during the financial reporting period.	1. The expenditure reported must relate to the relevant financial reporting period and may include: a) any expenditure incurred during the current reporting period against grants commenced during a previous reporting period b) any expenditure incurred against grants approved during the current reporting period 2. Extensions to a grant are not to be counted separately from the initial grant if the extensions are for the same type of service. For example, an initial grant for

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															PDR services plus further extensions for litigation services are counted as one grant for PDR and one grant for Litigation services. Where there are both Grants for Litigation Services and PDR on the same Application, each service should be counted to a maximum of one. For example, an initial grant for PDR and a subsequent extension for Litigation Services, are counted as one Grant for PDR and one Grant for Litigation Services.
81.	Expenditure - Litigation Services (Grants) - Family Law – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		Means the number of new grants (as defined in the Agreement) in relation to a Commonwealth Family Law Matter, made by the Commission to a person (a legally assisted person) within the financial reporting period, in accordance with the Act and the terms and conditions of the Agreement.	1. Only initial grants approved during the reporting period must be counted. 2. Extensions to a grant are not to be counted separately from the initial grant if the extensions are for the same type of service. For example, an initial grant for PDR services plus further extensions for litigation services are counted as one grant for PDR and one grant for Litigation services. Where there are both Grants for Litigation Services and PDR on the same Application, each service should be counted to a maximum of one. For example, an initial grant for PDR and a subsequent extension for Litigation Services, are counted as one Grant for PDR and one Grant for Litigation Services.	
82.	Expenditure - Litigation Services (Grants) - Criminal Law - excluding CCL-ECF – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the total cost of grants for the provision of litigation Services in relation to a Commonwealth Criminal Law matter, excluding CCL-ECF, made by the Commission, during the financial reporting period.	1. The expenditure reported must relate to the relevant financial reporting period and may include: a) any expenditure incurred during the current reporting period against grants commenced during a previous reporting	

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															period b) any expenditure incurred against grants approved during the current reporting period
83.	Expenditure - Litigation Services (Grants) - Criminal Law - excluding CCL-ECF – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		Means the number of new grants (as defined in the Agreement) in relation to a Commonwealth Criminal Law matter, excluding CCL-ECF, made by the Commission to a person (a Legally Assisted Person) in accordance with the Act and with the terms and conditions of this Agreement. 'CCL - ECF' means the Commonwealth Criminal Law - Expensive Cases Fund (as defined in the Agreement). Note: Total amount excludes amounts for CCL – ECF.	1. Only initial grants approved during the reporting period are to be counted. 2. Extensions to a grant are not to be counted separately from the initial grant if the extensions are for the same type of service	
84.	Expenditure - Litigation Services (Grants) - Criminal Law - CCL - ECF – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the total cost of grants for the provision of litigation Services in relation to Commonwealth Criminal Law matters that exceed \$40,000 made by the Commission during the financial reporting period, for which funding has been provided from the CCL-ECF. 'CCL - ECF' means the Commonwealth Criminal Law - Expensive Cases Fund (as defined in the Agreement). Note: Amount is for CCL – ECF only, and does not include other Criminal Law matters.	1. The expenditure reported must relate to the relevant financial reporting period and may include: a) any expenditure incurred during the current reporting period against grants commenced during a previous reporting period b) any expenditure incurred against grants approved during the current reporting period	
85.	Expenditure - Litigation Services (Grants) - Criminal Law - CCL - ECF – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		Means the number of new grants (as defined in the Agreement) in relation to a Commonwealth Criminal Law matter that exceeds \$40,000 made by the	1. Only initial grants approved during the reporting period are to be counted. 2. Extensions to a grant are not to be counted separately from the initial grant if	

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													Commission to a person (a Legally Assisted Person) within the financial reporting period, in accordance with the Act and with the terms and conditions of the Agreement, for which funding has been provided from the CCL-ECF. 'CCL - ECF' means the Commonwealth Criminal Law - Expensive Cases Fund (as defined in the Agreement). Note: Amount is for CCL – ECF only, and does not include other Criminal Law matters.	the extensions are for the same type of service
86.	Expenditure - Litigation Services (Grants) - Civil Law (Veterans) – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the total cost of grants for the provision of litigation services, in relation to Commonwealth Civil Law (Veterans) made by the Commission during the financial reporting period.	1. The expenditure reported must relate to the relevant financial reporting period and may include: a) any expenditure incurred during the current reporting period against grants commenced during a previous reporting period b) any expenditure incurred against grants approved during the current reporting period
87.	Expenditure - Litigation Services (Grants) - Civil Law (Veterans) – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		Means the number of new grants (as defined in the Agreement) for Commonwealth Civil Law (Veterans) matters made by the Commission to a person (a Legally Assisted Person) during the financial reporting period in accordance with the Act and with the terms and conditions of the Agreement.	1. Only initial grants approved during the reporting period are to be counted. 2. Extensions to a grant are not to be counted separately from the initial grant if the extensions are for the same type of service
88.	Expenditure - Litigation Services (Grants) - Civil Law (Migration) – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the total cost of grants for the provision of litigation services for Commonwealth Civil Law matters relating to migration law made by the Commission during the financial	1. The expenditure reported must relate to the relevant financial reporting period and may include: a) any expenditure incurred during the current reporting period against grants

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													reporting period.	commenced during a previous reporting period b) any expenditure incurred against grants approved during the current reporting period
89.	Expenditure - Litigation Services (Grants) - Civil Law (Migration) – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		Means the number of new grants (as defined in the Agreement) for Commonwealth Civil Law relating to migration law matters made by the Commission to a person (a Legally Assisted Person) within the financial reporting period in accordance with the Act and with the terms and conditions of the Agreement.	1. Only initial grants approved during the reporting period are to be counted. 2. Extensions to a grant are not to be counted separately from the initial grant if the extensions are for the same type of service
90.	Expenditure - Litigation Services (Grants) - Civil Law (Other) – in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the total cost of grants for the provision of litigation services, in relation to Commonwealth Civil Law (Other) matters made by the Commission during the financial reporting period.	1. The expenditure reported must relate to the relevant financial reporting period and may include: a) any expenditure incurred during the current reporting period against grants commenced during a previous reporting period b) any expenditure incurred against grants approved during the current reporting period
91.	Expenditure - Litigation Services (Grants) - Civil Law (Other) – in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	No		Means the number of new grants (as defined in the Agreement) for Commonwealth Civil Law (Other) matters made by the Commission to a person (a Legally Assisted Person) within the financial reporting period in accordance with the Act and with the terms and conditions of the Agreement.	1. Only initial grants approved during the reporting period are to be counted. 2. Extensions to a grant are not to be counted separately from the initial grant if the extensions are for the same type of service

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92.	Expenditure - Assignment Services - in \$ amount (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the cost of processing all initial applications for a grant of assistance including the cost of initial screening for PDR.	1. Assignments costs do not include the cost of intensive pre-conference screening or other associated conference costs for PDR Conferences.
93.	Expenditure –Assignment Services - in No amount (quarterly)	4A	M	M	M	M	M	M	M	M	M	No	Means the number of determinations made in respect of initial applications for grants of assistance for PDR and litigation services.	1. The number of determinations should closely reflect the number of applications received.
94.	Expenditure - Strategic Services (quarterly)	4A	M	M	M	M	M	M	M	M	O\$		Means the services provided by the Commission, the cost of which are not directly attributable to any of the other Legal Aid Services, and which are associated with managing and giving effect to this Agreement. .	1. ACT is the only LAC allowed to enter “N/A” for this field.
95.	Expenditure – Other (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means expenditure on any other category of service provided and separately reported by the commission, with the agreement of the Commonwealth. For example, this may include expenditure on special projects agreed with the Commonwealth, or pre 1997 cases (where these are recorded separately).	
96.	Total Expenditure (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the sum of all expenditures (i.e. Information Services, Community Legal Education and Publication Services, Legal advice services, Minor assistance services, Child support services (non-litigation) (if counted separately), Duty Lawyer Services - Family Law, Duty Lawyer Services - Criminal Law, - Duty	This is a Read Only and calculated field.

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													Lawyer Services - Civil Law, PDR Services (Grants), Litigation Services (Grants) - Family Law, Litigation Services (Grants) - Criminal Law - excluding CCL-ECF, Litigation Services (Grants) - Criminal Law - CCL - ECF, Litigation Services (Grants) - Civil Law (Veterans), Litigation Services (Grants) - Civil Law (Migration), Litigation Services (Grants) - Civil Law (Other), Assignment Services - Assignment Services for PDR, Assignment Services - Assignment services for litigation, Expenditure - Strategic Services and Expenditure - Other) of a quarter.	
97.	Closing balance (Deficit) = (A+B)-C (quarterly)	4A	M	M	M	M	M	M	M	M	\$	See description	Closing balance of a quarter = ('Opening Balance of a quarter' + 'Total Revenue of a quarter') - ('Total Expenditure of a quarter'). Note: Format for negative number is 'number in brackets in red' (e.g. the format for '-1,000' is '(1,000)' in red).	<ol style="list-style-type: none"> <li>This is a Read Only and calculated field.</li> <li>Can be a negative value for this field (exceptional case).</li> </ol>
98.	State/Territory Revenue - State/Territory Grant (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the amount received from the State/Territory as a funding grant for a quarter.	<ol style="list-style-type: none"> <li>LAC must manually enter quarterly amount payable by the State/Territory to the LAC.</li> </ol>
99.	State/Territory Revenue - Revenue from other sources (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means all other State/Territory Revenue that is not included in the State/Territory Grant.	<ol style="list-style-type: none"> <li>LAC must manually enter quarterly amount payable by the State/Territory to the LAC.</li> </ol>
100.	State/Territory Revenue - Total State/Territory Revenue (quarterly)	4A	M	M	M	M	M	M	M	M	\$		Means the sum of 'State/Territory Grant' and 'Revenue from other sources' of a quarter.	<ol style="list-style-type: none"> <li>This is a Read Only and calculated field.</li> </ol>