



# AUSTRALIAN PRO BONO CENTRE

*Commercial in Confidence*

## National Pro Bono Target Signatory Reporting (Law Firms and Incorporated Legal Practices) Template

As a signatory to the [National Pro Bono Target](#) (Target), the Australian Pro Bono Centre (Centre) requests information from you on pro bono legal work undertaken between 1 July 20XX and 30 June 20XX (the 20XX FY).

Your answers to these questions are strictly confidential. The Centre will de-identify your responses when publishing information about performance against the Target.

Please refer to the Target [Guidance Notes](#) on our website before completing this form.

Please note that all Target Signatories must report their hours, regardless of when they signed up to the Target. If you are a **new** Target Signatory (i.e. you signed up to the Target on or after 1 July 20XX, but on or before 30 June 20XX), you should only report on the pro bono hours undertaken *since you became a Target Signatory* (i.e. not the whole financial year).

1. Name of Target signatory (i.e. firm/practice name):
2. Email address of person completing this form:
3. What was the **number of [full-time equivalent lawyers](#)** in your firm/practice in the 20XX FY (including partners)?

Signatories should calculate the number of full-time equivalent (FTE) lawyers for the year by using the average of the number of FTE lawyers at the first day and the last day of the reporting financial year.

$$(FTE\ lawyers\ at\ 1\ July + FTE\ lawyers\ at\ 30\ June) \div 2$$

*“Lawyers” includes law graduates not yet admitted to legal practice and therefore their pro bono hours should be reported. It does not include paralegals, and their hours should not be reported here.*

*Where a new Target firm is reporting for a period less than a full financial year, the number of FTE lawyers should be calculated by using the average number of FTE lawyers at the first day and the last day of the reporting period.*

4. How many hours of [pro bono legal work](#) did lawyers in your firm/practice carry out **in total** in the 20XX FY?

*Please note:*

- *The definition of pro bono legal services can be found [here](#). It includes work undertaken for a substantially reduced fee. If you have undertaken work for a [substantially reduced fee](#), you should include it in your reported hours here.*
- *The Centre will only count “substantially reduced fee” hours reported against the Target if those fees have*

*been reduced by at least 50% of what would otherwise be charged for the matter.*

- *If your firm/practice has undertaken hours at a substantially reduced fee, the number of hours that you report in Questions 4 and 6 should only reflect the percentage of those hours that were not charged to the client. For example, if your firm/practice undertook 100 hours at a substantially reduced fee in the 20XX FY, and that fee was reduced by 50% of what the firm/practice would ordinarily charge, your firm/practice should only report 50 hours.*

5. How many hours of **pro bono legal work per lawyer** (averaged across all full-time equivalent lawyers) were carried out in the 20XX FY? (*i.e. the answer to Question 4 divided by the answer to Question 3*):
6. How many of the total hours of **pro bono legal work** you have reported in Question 4 were undertaken by lawyers based in each of the following jurisdictions: Australian Capital Territory, New South Wales, Northern Territory, Queensland, South Australia, Tasmania, Victoria and Western Australia?

*For the purposes of this question, lawyers 'based' in a jurisdiction means lawyers ordinarily employed to work in an office or offices in that jurisdiction even if that work is undertaken remotely or while on secondment to an organisation based in a different jurisdiction.*

*Please note this reporting requirement is for purposes of the National Pro Bono Target and the pro bono reporting requirements for each State/Territory panel arrangements may differ.*

7. Did your answer to Question 4 (total pro bono hours) include any work undertaken for a **substantially reduced fee**?
- **No** — go to Question 9.
  - If **yes** — how many hours were done for a substantially reduced fee in the 20XX FY?
8. (*Optional*) Please provide details of the substantially reduced fee work carried out in the 20XX FY. For example, what was the degree of fee reduction? Was the work predominantly carried out for individuals, or for organisations?
9. How many hours of pro bono work of a legal nature were performed at your firm/practice by **paralegals** in the 20XX FY? And what was the number of full-time equivalent paralegals that undertook this work?
- Number of hours of pro bono work of a legal nature, undertaken by paralegals: \_\_\_\_
  - Number of full-time equivalent paralegals: \_\_\_\_

*Enter "0" to both parts of this question if your firm did not have any paralegals undertaking pro bono work of a legal nature in the 20XX FY.*

10. Does your firm/practice expect to meet the Target in the **20XX FY**?
- Yes
  - No
11. What **percentage of your lawyers** did at least one hour of **pro bono legal work** in the 20XX FY?

*Note: this answer should capture your staff's overall engagement in pro bono. Please therefore report on the*

percentage of the **total number of lawyers** in your firm throughout the year that participated in at least one hour of pro bono work, including those who commenced work for or left the firm throughout the year (and not the percentage of FTE lawyers).

12. What **effect** (if any) has being a Target signatory had on the [pro bono legal work](#) carried out by your firm/practice? (please tick all that apply)

- The Target has led to an increase in the pro bono work done by the firm.
- The Target has increased the firm's focus on the legal needs of disadvantaged people and the organisations that assist those people.
- The Target has had no effect.
- The Target has decreased the amount of pro bono work done by the firm.
- Other (please specify):

13. Is there anything that the Australian Pro Bono Centre can do to help your firm/practice with its pro bono legal work, or to assist the pro bono sector in general?

**Thank you for reporting on the National Pro Bono Target for the 20XX Financial Year.**

We will now analyse the data reported to us. Later this year, we will publish a Target Report for 20XX (**Report**), a copy of which will be sent to you. All information will be treated confidentially, and no individual or firm/practice will be identified by name in the Report.

To view previous reports on the National Pro Bono Target, please visit our [website](#).

If you have any questions, please do not hesitate to contact us at [info@probonocentre.org.au](mailto:info@probonocentre.org.au).

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*We acknowledge the traditional custodians of the land on which we work, the Bedegal people of the Eora Nation.*