



Commercial in Confidence

National Pro Bono Target Individual Signatory Reporting (Solicitor or Barrister) 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. Your name:
2. Email address of person completing this form:
3. In which jurisdiction are you based: Australian Capital Territory, New South Wales, Northern Territory, Queensland, South Australia, Tasmania, Victoria or Western Australia?

For the purposes of this question, being 'based' in a jurisdiction means ordinarily working in that jurisdiction even if that work is undertaken remotely or for an organisation based in a different jurisdiction.

4. How many hours of [pro bono legal work](#) did you 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 you have undertaken hours at a substantially reduced fee, the number of hours that you report in Questions 2 and 3 should only reflect the percentage of those hours that were not charged to the client. For example, if you undertook 50 hours at a substantially reduced fee in the 20XX FY, and that fee was reduced by 50% of what you would ordinarily charge, you should only report 25 hours.*

5. Did your answer to Question 4 (total pro bono hours) include any work undertaken for a [substantially reduced fee](#)?

- **No** – go to Question 7.
 - If **yes** — how many hours were done for a substantially reduced fee in the 20XX FY?
6. (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?
7. Do you expect to meet the Target in the **20XX FY**?
- Yes
 - No
8. What **effect** (if any) has being a Target signatory had on the [pro bono legal work](#) carried out by you? (please tick all that apply)
- The Target has led to an increase in my pro bono hours.
 - The Target has increased my 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 I did.
 - Other (please specify):
9. Is there anything that the Australian Pro Bono Centre can do to help you with your 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 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.

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

