



PLEASE DO NOT PRINT, COMPLETE AND SUBMIT. THIS IS A TEMPLATE.

Commercial in Confidence

**National Pro Bono Target
TEMPLATE Signatory Reporting: In-House Legal Team**

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* (not the whole financial year).

1. Name of Target signatory (i.e. in-house legal team's organisation name):
2. Email address of person completing this form:
3. What was the **number of [full-time equivalent lawyers](#)** in your in-house legal team in the 20xx FY?

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 in-house legal team 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 in-house legal team carry out **in total** in the 20xx FY?

Please note:

- The definition of pro bono legal services can be found [here](#).
- For the purposes of reporting by in-house legal teams, pro bono legal services do not include work undertaken for a substantially reduced fee.

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.

7. How many hours of pro bono work of a legal nature were performed at your in-house legal team 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 in-house legal team did not have any paralegals undertaking pro bono work of a legal nature in the 20xx FY.

8. Does your in-house legal team expect to meet the Target in the **20xx FY**?

- Yes
- No

9. 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 in-house legal team throughout the year that participated in at least one hour of pro bono work, including those who commenced work for or left the in-house legal team throughout the year (and not the percentage of FTE lawyers).*

10. What **effect** (if any) has being a Target signatory had on the [pro bono legal work](#) carried out by your in-house legal team? *(please tick all that apply)*
- The Target has led to an increase in the pro bono work done by the in-house legal team.
 - The Target has increased the in-house legal team'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 in-house legal team.
 - Other (please specify):
11. Has your organisation committed to supporting the UN Sustainable Development Goals (SDGs)?
- Yes
 - No
 - Unknown
12. If your answer to the previous question was 'Yes', which SDGs does your pro bono work support? If your answer was 'No' or 'Unknown', please enter 'N/A' below.
13. Is there anything that the Australian Pro Bono Centre can do to help your in-house legal team 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, firm/practice or in-house legal team 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.

Australian Pro Bono Centre

The Law Building, UNSW NSW 2052 Australia

probonocentre.org.au | [Twitter](#) | [LinkedIn](#)



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