MILITARY LAW CENTRE

LEGAL OFFICER

TRAINING HANDBOOK

19 December 2017
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GLOSSARY OF TERMS

ANU – Australian National University

DG ADFLS - Director-General of the Australian Defence Force Legal Services

DMLC – Director Military Law Centre

DPN – Defence Protected Network

LO CPDC - Legal Officers Career Development and Progression Committee

LOSOCs – Legal Officers Specialist Officer Career Structure

LL – Legal Level

LTM – Legal Training Module

MLC – Military Law Centre

RPL – Recognition of Prior Learning
An important change to the careers of Legal Officers in the Australian Defence Force (ADF) occurred in 1999 when the Defence Force Remuneration Tribunal approved a proposal to establish a specialist career and pay structure for ADF Legal Officers based on legal competency as well as rank. This change gave formal recognition to the work of ADF Legal Officers as legal specialists. As a result, a professional development scheme was designed, with built-in performance standards, to maintain and encourage further development of legal expertise throughout an officer’s career.

The scheme has evolved and ADF Legal Officers now attain demonstrated levels of competency through completion of an introductory Legal Training Module (LTM) 1 course and LTM1 consolidation tasks. Completion of LTM1 is followed by further vocational and academic training through completion of various LTM2 and LTM3 courses. These courses lead to relevant academic post-graduate qualifications, while also progressing as Legal Officers through Legal Levels (LLs) 2 and 3 in accordance with the Legal Officer Specialist Officer Career Structure (LOSOCS).

This Handbook is published by the Military Law Centre (MLC) to provide general information on the required LTMs, panelling criteria, and academic qualifications necessary to achieve the relevant LLs in the career structure. It is updated periodically as changes may include additional legal training requirements beyond the LTMs such as the Joint Operations Legal Training (JOLT) course.

The LTMs are just one part of ADF Legal Officers’ ongoing professional development. There will be various posting opportunities and other single service and legal training throughout a career which are an integral part of a Legal Officers’ professional development. It is therefore important that Legal Officers consider their level of experience when seeking to enrol in LTM2 and LTM3 courses. These courses are intended to equip Legal Officers with the knowledge required to perform as a Legal Officer in the ADF which complement and add academic rigour to knowledge gained in the workplace (both military and civilian). Legal Officers will gain most benefit from these courses if they are aligned with relevant postings, military training, and experience.

Continued postgraduate study of law enhances professional development of Legal Officers and provides meaningful intellectual challenges and rewards. ADF legal training provides opportunities to develop valuable professional networks and contribute to the growing scholarship in the respective areas of law in which all ADF Legal Officers practice, all for the betterment of the ADF and Defence Legal community.

DG Mullins
Captain, RAN
Director, Military Law Centre

19 December 2017
Introduction

1.1 ADF Legal Officers are typically part of the Legal Officers’ Specialist Officer Career Structure (LOSOCS). LOSOCS is administered by the Legal Officers’ Career and Professional Development Committee (LO CPDC), which grants legal levels (LLs), ranging from LL 1 to LL 5,\(^1\) based on a Legal Officer’s legal experience and training. An ADF Legal Officer’s pay is dependent upon rank, LL and salary increment.

1.2 A detailed description of the LOSOCS and role of the LO CPDC is provided in the ADF Legal Officers’ Specialist Officer Career Structure (LOSOCS) Policy, available on the Career Management page of the Defence Legal website. A full list of LO CPDC policy decisions is also available at this website. All Legal Officers should read the LOSOCS Policy and associated LO CPDC decisions to gain a detailed understanding of the LOSOCS before reading this Handbook.

1.3 This Handbook serves only as a guide to assist Legal Officers. The LOSOCS Policy and associated LO CPDC decisions are authoritative and override this Handbook where inconsistency may arise.

Role of the Military Law Centre

1.4 The Director-General of the Australian Defence Force Legal Services (DG ADFLS) has determined that the Military Law Centre (MLC) has primary responsibility for the co-ordination, formulation and delivery of the legal training necessary for the professional development of Legal Officers in the ADF.

1.5 The MLC is located in Victoria Barracks, Sydney. Its contact details are:

   Military Law Centre  
   Victoria Barracks–Sydney, Building 113  
   Oxford Street  
   PADDINGTON NSW 2021

   Telephone: +61 2 8335 5627  
   Email: mlc.admin@defence.gov.au


Legal Training Modules

1.7 Legal Training Modules (LTMs) provide appropriate training to facilitate progression through corresponding legal competency levels (refer to LOSOCS for a description of each legal competency level). Only Legal Officers who are members of the LOSOCS are eligible to undertake LTMs, unless they are authorised by the LO CPDC.\(^2\)

1.8 In summary, the specialist legal training requirements are:

   a. Legal Officers should complete LTM1 at the earliest opportunity. LTM1 consists of a two-week residential course and consolidation tasks that are to be completed

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\(^1\) Defence Force Remuneration Tribunal (DFRT) decision at a hearing on 23 Nov 12

\(^2\) LO CPDC Meeting of 21 May 08 Committee Decision 50/08
remotely in students’ own time. Satisfactory completion of the course and the tasks are required for progression to LL2. In certain circumstances, the LTM1 course may be undertaken if single service initial officer training has not been completed.

b. In the next two or more years, following satisfactory completion of LTM1, satisfactory completion of Legal Training Module 2 (LTM2), which consists of four subjects, leads to the award of a Graduate Certificate of Military Law. Each of the four LTM2 subjects - Military Discipline Law, Military Operations Law, Military Administrative Law and Military Legal Practice - are conducted each year. In the next three or more years, following satisfactory completion of LTM2, satisfactory completion of Legal Training Module 3 (LTM3), which is the academic qualification for LL4:

(1) All Legal Officers (permanent and reserve) are required to complete the three core subjects of Advanced Military Discipline Law, Advanced Military Operations Law and Advanced Military Administrative Law. The three core subjects are conducted every second year. From 2014, satisfactory completion of these three core subjects is sufficient for the award of a Graduate Diploma of Military Law.

(2) All permanent Legal Officers who do not have an existing master of laws degree (LLM) are required to complete sufficient elective subjects to be awarded a Master of Military Laws. From 2014, four elective subjects need to be completed in addition to the above LTM2 and LTM3 subjects, to be awarded a Master of Military Laws.

c. In the years that follow satisfactory completion of LTM3, Legal Officers at LL4 have the option of undertaking a management-related qualification covering practical management issues for senior managers in a professional workplace, which, in conjunction with demonstrated management skill, satisfies the requirements for progression to LL5.

1.9 Table 1 below shows an example timeline for the training undertaken during a Legal Officer’s career. This timeline is indicative of the expected advancement of an officer in the permanent forces, takes into account the required consolidation of training gained through practical experience, and recognises that the ADF has an interest in delivering training at the appropriate points in a member’s career. It is anticipated that reserve officers would advance through the academic training continuum at a lesser pace in accordance with their part time exposure to ADF Legal Officer duties.

<table>
<thead>
<tr>
<th>Year in Service</th>
<th>Legal Officer Specialist Training (mandatory for career progression)</th>
<th>Other Training (not all mandatory)</th>
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<tr>
<td>1</td>
<td>LL1: Legal Training Module One</td>
<td>Initial Entry Officer Training</td>
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<td>2</td>
<td>LL2: Legal Training Module Two – two subjects</td>
<td>Single Service promotion prerequisite training</td>
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<tr>
<td>3</td>
<td>LL2: Legal Training Module Two – two subjects</td>
<td>Joint warfare training</td>
</tr>
<tr>
<td>4</td>
<td>LL2: Any remaining subjects for Legal Training Module two not previously completed</td>
<td>JOLT</td>
</tr>
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</table>
|   | Legal Training Module Three – two subjects | Single Service promotion prerequisite training  
|   |                                           | Joint warfare training  
|   |                                           | Command and Staff college  

| 5 | LL3: Legal Training Module Three – two subjects |  
| 6 | LL3: Legal Training Module Three – two subjects |  
| 7 | LL3: Legal Training Module Three – two subjects |  
| 8 | LL3: Legal Training Module Three – any remaining subjects |  

**Legal Services Contract 2014**

1.10 In January 2014 a contract commenced for the delivery of Legal Education Services between Defence Legal, on behalf of the Commonwealth, and the Australian National University (ANU) and the University of Adelaide, as a consortium.

1.11 Under the contract, ANU and the University of Adelaide, as a consortium, have contracted to deliver LTM2 and LTM3. However, there are a number of substantive changes to LTM2 and LTM3 as existed prior to 2014.

a. The four LTM2 subjects lead to the award of a Graduate Certificate of Military Law, as opposed to a Graduate Diploma under the old contract.

b. The subject ‘LTM2 Advocacy’ has been replaced by ‘LTM2 Military Legal Practice’. This subject covers some advocacy, but also wider aspects of the practice of military law, such as supervision of a legal office and provision of training. LTM2 Advocacy will still be recognised for advancement to LL3.

c. The three LTM3 core subjects of Advanced Administrative Law, Advanced Discipline Law and Advanced Operations Law will run every second year as 5-day intensive subjects. Advanced Administrative Law will be run in the second semester of even-numbered years, Advanced Operations Law in the first semester of odd-numbered years, and Advanced Discipline Law in the second semester of odd-numbered years. To fit in with an amended Australian Qualifications Framework, Advanced Administrative Law and Advanced Discipline Law have been increased from 6-unit subjects to 9-unit subjects by ANU.

d. The three core LTM3 subjects collectively amount to 24 units, sufficient for the award of a Graduate Diploma of Military Law.

e. The LTM core subjects are delivered by the two universities as a consortium.

f. In addition to the three core LTM3 subjects, permanent ADF Legal Officers are eligible to complete a Master of Military Laws, at Commonwealth expense, by completing four electives (an additional 24 units).

g. Each year, the LO CPDC approves a list of electives which may be undertaken to complete the Master of Military Laws. ADF Legal Officers are able to complete all four electives at either of the two universities.

h. The academic transcript and testamur for the Graduate Certificate of Military Law, the Graduate Diploma of Military Law and the Master of Military Laws will show ANU as the awarding university, but notes the association with the University of Adelaide.
1.12 **Transitional arrangements.** There are a number of transitional arrangements in place as a result of recent changes. In addition, there are a number of new arrangements throughout this Handbook reflecting the new contract. The transitional arrangements are set out below.

   a. Students who have successfully completed one or more subjects in LTM2 prior to the commencement of the new contract will still be eligible for the award of the Graduate Diploma of Military Law.

   b. Students who have successfully completed either or both of LTM3 Advanced Military Administrative Law and LTM3 Advanced Military Discipline Law prior to the commencement of the new contract, and who are eligible to do the Masters degree at Commonwealth expense may undertake a fifth elective at Commonwealth expense where necessary to meet the requirement of 48 units for the Masters degree.

   c. Students who have successfully completed either or both of LTM3 Advanced Military Administrative Law and LTM3 Advanced Military Discipline Law prior to the commencement of the new contract, and who are not eligible to do the Masters degree at Commonwealth expense, may apply to the LO CPDC for approval to undertake an elective at Commonwealth expense where necessary to meet the requirement of 24 units for the Graduate Diploma of Military Law.

### Panelling on LTM Courses

1.13 Director MLC (DMLC) is the Panelling Authority for all LTM courses. DG ADFLS is the funding approval authority for all elective subjects undertaken to complete a Master of Military Laws. DMLC does not guarantee placement on any LTM core or elective subject. Students will be panelled on courses in accordance with the panelling criteria below. The panelling criteria are based upon the following principles:

   a. Funding available for legal training is limited.

   b. Panelling of LTM courses should achieve equity between nominating Legal Officers.

   c. Legal Officers should be adequately prepared to attend LTM subjects as active participants.

   d. Legal Officers identified for deployment will be given priority for LTM Operations Law subjects.

1.14 The following panelling criteria apply generally:

   a. Only Legal Officers who are members of the LOSOCS are eligible for empanelment on LTM1. *(Except, where an applicant is the subject of a CPDC decision regarding admission to the LOSOCS but where the admission to the LOSOCS is not yet effective, DG ADFLS may approve empanelment on LTM1 if there is a vacancy on the course.)*

   b. Unless a Legal Officer in the Standby reserve has a current undertaking for service under section 26 of the *Defence Act 1903* (Cth), that Officer is not eligible for empanelment on any LTM course.

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3 LO CPDC Meeting of 21 May 08 Committee Decision 50/08
c. Reserve Legal Officers on continuous full-time service (CFTS) are entitled to the same funding priority as Legal Officers in the permanent force.

1.15 In exceptional circumstances, DG ADFLS may direct the panelling authority in respect to panelling decisions, and in this regard, DG ADFLS may make decisions that are not in accordance with above panelling criteria.

1.16 Further panelling criteria with regard to each LTM can be found in the appropriate course sections of this Handbook.

1.17 **Maintain current contact details.** In order to ensure efficient panelling and enrolment, students must ensure that their personal details are up-to-date with the MLC, ANU and University of Adelaide (if applicable). It is the Legal Officer’s responsibility to check personal details and update them before closing date of nominations for each course to ensure that any information or course materials will be provided.

1.18 **Joining Instructions.** A Joining Instruction in electronic form will be sent to all students panelled on a course. Any required forms will be attached. Joining Instructions will normally be sent at least three weeks prior to course commencement. Students who have not received a Joining Instruction within three weeks of course commencement should contact the MLC by email to mlc.admin@defence.gov.au.

**Commitment to course academic requirements**

1.19 **Reserve Legal Officers.** For LTM1, the LO CPDC has authorised Reserve Legal Officers to claim two training days for pre-course readings, and nine days for the LTM1 Consolidation Tasks. For LTM2 and LTM3 subjects, the LO CPDC has authorised Reserve Legal Officers to claim training days for pre-course readings, with the DMLC determining the number of days that are reasonable for each course, and up to three days outside of the course intensive for undertaking examinations and/or papers for the course. All attendance diaries must be submitted to MLC for authorisation.

1.20 **Permanent Legal Officers.** Permanent Legal Officers will need to seek approval for study leave through their chain of command. If a Commander seeks guidance on the amount of short leave to be approved, the number of days that may be claimed by Reserve Legal Officers outlined in paragraph 1.19 may be used as a guide.

1.21 **Decision to release Legal Officers for training.** The decision to release Legal Officers for legal training lies with Commanders. In general, Commanders will take into account unit requirements and attendance at major exercises or deployments which are equally critical for professional development and progression. Joint Warfare and single-Service courses are also essential for professional military development. Accordingly, Legal Officers may be released for more or less subjects per year than suggested in Table 1 above. However, completion of more than two legal training subjects in one year, whilst permissible, should not be considered the norm.

1.22 When applying to be released for courses, Legal Officers should also advise their Commanders of study and assessment requirements to ensure the Commander is fully aware of the scope of the commitment.

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3. LO CPDC Meeting of 29 May 15 Committee Decision 17/15
5. LO CPDC Meeting of 29 Jan 15 Committee Decision 7/15
6. LO CPDC Meeting of 29 May 15 Committee Decision 17/15
7. LO CPDC Meeting of 11 Dec 03 Committee Decision 194/03
1.23 **Withdrawal from training for Service reasons.** Where a Legal Officer is released to attend training, and is then subsequently withdrawn due to service reasons, it is requested that the chain-of-command advise DMLC via email: [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au). This email may be used as evidence to support a later request for priority on legal training courses, or a request for payment of a ‘repeat’ subject at Commonwealth expense.

1.24 **Plagiarism, collusion and cheating policy.** The MLC treats all integrity-related breaches of training standards very seriously. Any integrity-related breaches in relation to the pre-course questions, course assessments and consolidation tasks may be subject to disciplinary action and/or military administrative action. See paragraph 5.20-5.22 of this Handbook for University plagiarism policy.
2 LEGAL TRAINING MODULE 1 (LTM1)

2.1 LTM1 is held once a year and is comprised of two parts: (i) a two-week residential course conducted by MLC staff and visiting lecturers at the MLC; and (ii) a series of 17 post-course consolidation tasks\(^4\) to be completed and reviewed by a supervising Legal Officer and submitted to MLC. These tasks are designed to consolidate learning undertaken on course. Please note that the consolidation tasks cannot be completed prior to the residential course without DMLC permission. Applications to do so should be made to DMLC through the relevant Head of Category stating relevant grounds for seeking to complete the consolidation tasks prior to the course.

**Objectives**

2.2 Upon completion of both parts of LTM1, a Legal Officer will be able to progress to LL2 and be able to, in accordance with ethical and governance rules and standards applicable within Defence:

a. with some, but limited, autonomy, provide written and oral advice that correctly applies the relevant law and policy to routine matters arising in the context of the administration and operations of the ADF, under the authority and direct technical legal supervision of an LL3 Legal Officer or above (in the same office or remotely).

b. independently provide legal aid and legal assistance to ADF members, within the scope of the extant policy from time-to-time, where the content of the aid or assistance is based on knowledge, skills and experience gained externally or incidentally to LTM1.

c. independently prepare wills and powers of attorney in the context of legal aid, within the scope of standard, Defence-approved templates.

d. take responsibility for their own professional development and maintenance of competency within the LOSOCS.

2.3 Attendance on the two-week residential course allows Legal Officers to meet and establish networks with other permanent and reserve members from all Services, including senior permanent members from Defence Legal.

**Panelling Criteria**

2.4 In addition to the general panelling criteria listed in paragraphs 1.13-1.15 of this Handbook, the following criteria will also apply to LTM1:

a. Legal Officers will be prioritised according to the effective date of joining LOSOCS.

b. Permanent Legal Officers will be given priority over Reserve Legal Officers.

c. Legal Officers who have completed initial officer training will be given priority over Legal Officers who have not completed initial officer training.

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d. Where panel size and funding permits, MLC may panel APS Legal Officers and paralegals as observers on the course, normally on a ‘first come, first served’ basis (NB. there may be particular reasons work areas may require certain people to have priority and such priorities will be taken into account by DMLC). These officers are not required to undertake the assessments, but if they choose to do so, the MLC will endeavour to provide them with feedback. These officers are also not required to attend the single-Service phase.

Academic requirements

2.5 Full attendance, including study after-hours. The residential phase is very intensive. Students should not undertake any non-LTM1 work during the residential phase. Students are to ensure that work commitments, travel arrangements, and personal commitments do not interfere with attendance. Lateness or absence from the course sessions will not be accepted. There may be additional study requirements over the weekend in the middle of the course and students should set aside at least half-a-day for that. Furthermore, there are several exams throughout the week and students should plan to study in the evenings and over the weekend. The MLC will be open for this purpose in the evenings and over the weekend. Students are to ensure that their supervising officer is aware of their attendance on the course.

2.6 Pre-course reading and questions. The Joining Instruction for the course will provide information on the pre-course reading and any pre-course quizzes. For the purpose of planning time, the total estimated time required to complete the essential pre-course reading and completing the quizzes is two days. Students will need to arrange to access the Defence Protected Network (DPN) for a significant portion of the pre-course reading and the quizzes. Students’ answers will be marked and will have the opportunity to seek feedback. However, students’ marks will not be part of the final result for this course, unless answers manifestly demonstrate the lack of a genuine attempt.

2.7 Assessment. The LTM1 course assessment is comprised of multiple open-book examinations conducted while on course.

2.8 Qualification. The LTM1 course is the academic pre-requisite for advancement to LL2. There are no formal civilian qualifications for this course.

2.9 Failure. Failure management policy and guidance is contained in the LOSOCS policy.

Course administration

2.10 Course facilities. The LTM1 course is conducted in Sydney at the Military Law Centre Training Room, Building 113, Victoria Barracks-Sydney, New South Wales.

2.11 Accommodation. All students attending LTM1 will be booked into Service accommodation for the duration of the course, typically at Randwick Barracks. Provision should be made in your Defence Travel Budget Calculator for accommodation fees with exact fees outlined in the Joining Instruction. An MLC staff member will be available at the accommodation to register arrival, provide room keys (if not already collected) and to provide any necessary additional direction, information or resources prior to the beginning of the residential phase. MLC provides transport to and from Victoria Barracks. Students are discouraged from using private vehicles as there is very limited parking at Victoria Barracks. Requests to live out for the duration of the course will be considered on a case-by-case basis and will only be granted in exceptional circumstances. Requests to live out are to be

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5 LO CPDC Out-of-Session Decision of 29 May 15 Committee Decision 17/15
submitted by email to mlc.admin@defence.gov.au. Men and women will be accommodated on different levels of Randwick Barracks. The accommodation has bathroom and shower facilities. Students must bring their own towel as these are not supplied in the accommodation.

2.12 **Attendees.** Any Legal Officer can be expected to act as the Duty Student for one of the days while on course. The Duty Student will be responsible for coordinating student attendees and vehicles, and generally ensuring that everyone gets to class on time.

2.13 **Meals.** All meals are provided at Commonwealth expense. Meal locations will be set out in the Joining Instruction.

2.14 **Dress standards.** Students are required to comply with the Victoria Barracks Officers Mess Constitution and Rules, including dress standards. Students are to ensure that their dress and bearing is of a high standard at all times, whether in uniform or not. Normal military courtesies are to be observed. Students must display their Defence ID above waist height at all times on base. Students are not required to be in uniform after hours, however students are always expected to dress appropriately as an officer and as such neat, clean attire is expected. Torn clothing or clothing with offensive slogans is not acceptable at any time. Students may obtain the appropriate uniform/s from their local base clothing store or order their uniform/s online at [https://www.defenceclothing.com.au/store/](https://www.defenceclothing.com.au/store/). For all enquiries, contact the Defence Online Clothing Stores Helpdesk at cool.helpdesk@ssds.com.au or 1300 277 737. Dress of the day will vary depending on the phase of the course.

   a. **Navy** (see Manual of Dress at link below)
      
      (1) S/W 12 (DPNU) – during Operations Law phase;
      
      (2) W2 (Winter Ceremonial) – on the disciplinary tribunal day;
      
      (3) W7 all other times.

   b. **Army** (see Manual of Dress at link below)
      
      (1) 4A (DPCU) – during Operations Law phase;
      
      (2) 1B (Ceremonial Service Dress) or 2D (Ceremonial Dress Cold Weather) if 1B not issued – on the disciplinary tribunal day;
      
      (3) 2E or 2F all other times.

   c. **Air Force** (see Manual of Dress at link below)
      
      (1) DPCU – during Operations Law phase;
      
      (2) 4A (Ceremonial Dress) – on the disciplinary tribunal day;
      
      (3) Service Dress 1B or 1C all other times.
2.15 **Security clearance.** A BASELINE clearance is required prior to attendance on the LTM1 course. All Defence personnel are required to obtain and maintain a level of security clearance. The security clearance process is conducted to ensure that an individual is both eligible and suitable to be granted and maintain a security clearance. The Australian Government Security Vetting Agency (AGSVA) will make the decision about granting a security clearance in accordance with the standards identified in the Australian Government Protective Security Policy Framework.

2.16 **Defence Protected Network (DPN) access.** Students should ensure that they have active DPN and Objective accounts before attending the LTM1 course. The creation of such accounts is the individual officer’s responsibility with assistance available through their posted unit. Students may access the DPN in the MLC Computer Room at Victoria Barracks. There will be a DPN-connection provided to each student during the residential phase. Students will not be able to access any web-based e-mail services through the DPN. The DPN-connection is primarily to facilitate student learning on the course, especially to show students where to access policy and doctrine and to practise application of military law and associated policies. The amenity value of these DPN-connections is incidental only and its use remains subject to the DPN Information System Security Practices and Procedures.

2.17 **Personal electronic devices.** Students may bring personal electronic devices (PED), such as laptops and tablet computers. However, if PEDs prove to be a distraction, it will be taken away and returned at the end of the day. Note that wireless internet access is not available at the MLC.

2.18 **Other facilities.** Telephone, facsimile and photocopying facilities are available at the MLC.

2.19 **Medical.** In all cases, students are to notify MLC of the requirement for medical support at the earliest possible opportunity. Primary medical support during the day is through the VBS Regimental Aid Post (RAP), which can be contacted on (02) 8335 5550. Students should seek treatment as follows:

a. Minor medical issue during the day: Proceed to the RAP.
b. Medical issue during the night: Phone 1800 IM SICK (1800 46 7425), a service available for all permanent ADF members within Australia. While on course, Reserve ADF members are able to access this service if required.
c. Serious or life threatening emergency: Call for an ambulance on 000 if required and proceed to the nearest public hospital emergency department. Advise MLC of the circumstances as soon as practicable after the emergency has passed.

2.20 **Contact details.** Students may carry a mobile phone during the course, although as with other PEDs, if it proves to be a distraction, it will be taken away and returned at the end of the day. Lockers are available to store electronic devices. Otherwise, students may be contacted on course by telephone message left with MLC staff on (02) 8335 5627 or (02) 8335 5633.

2.21 **Defence Travel Card (DTC).** All students must ensure they have a DTC prior to nominating for LTM1. Permanent Legal Officers should contact their posted unit for assistance in applying for a DTC. Reserve Legal Officers should contact Defence Legal Travel Officer for assistance on (02) 6266 3797 or by email on dl.reservesupport@defence.gov.au. Students should note that a DTC application can take several weeks. Therefore, the member should apply well before the course commencement date.
2.22 **Long-distance movements.** Students are responsible for completing a Defence Travel Budget Calculator (DTBC) and submitting it by the date specified in the Joining Instruction. Students are then to make bookings in accordance with the approved DTBC using the QANTAS Business Travel (QBT) online system (note that the accommodation is already booked). Students will require a logon for the QBT system and will also require a DTC. If students do not have a DTC, students must apply for one immediately. Instructions for reconciliation of travel budget against actual expenses, subsequent to the residential phase, are included within the Joining Instruction and in this Handbook. If students have any difficulties with the requirements in this paragraph, speak to the relevant unit administration in the first instance. All travel must be approved by the MLC, prior to any bookings being undertaken.

2.23 **Course preparation and timeframes.** Officers who are new to the ADF, especially Reserve Legal Officers, will find that they need a considerable amount of time to complete many of the requirements necessary to successfully undertake the Consolidation Tasks. For further information, refer to the LTM1 Consolidation Tasks Policy in the LOSOCS policy which is available on the ADF Legal Officer Career Management section of the Defence Legal website. See: [http://www.defence.gov.au/legal/mlc.asp](http://www.defence.gov.au/legal/mlc.asp).
3 LEGAL TRAINING MODULE 2 (LTM2)

Course structure

3.1 LTM2 is a post-graduate tertiary education program conducted by the ANU and the University of Adelaide. The following four core subjects are generally offered annually and delivered as one-week intensive modules:

a. Military Administrative Law.

b. Military Discipline Law.


d. Military Legal Practice.

Objectives

3.2 Upon completion of the above four LTM2 modules, a Legal Officer can progress to Legal Level 3 (LL3) and be able to, in accordance with ethical and governance rules and standards applicable within Defence:

a. independently practise military law (operations law, military administrative law and military discipline law), where their legal support is consistent with existing legal and policy understanding, in a range of contexts, including:

(1) providing independent legal advice to unit commanders;

(2) advocating in military disciplinary tribunals and administrative proceedings; and

(3) providing general training on topics of military law.

b. identify inconsistencies in the law, conflicts between law and policy, gaps in law and policy and opportunities for improvement to law, policy and/or practice.

c. subject to successful certification upon completion of the Joint Operations Legal Training course, deploy on active duty overseas.

d. supervise paralegal staff and LL1 or LL2 Legal Officers.

Panelling Criteria

3.3 In addition to the general panelling criteria in outlined in paragraphs 1.13-1.15 of this Handbook, the following criteria apply:

a. Only Legal Officers who have satisfactorily completed LTM1 and have progressed to LL2 in accordance with an LO CPDC decision specific to them are eligible for empanelment on LTM2 subjects. DMLC will decide the priority of empanelment in consultation with the service Heads of Community (Navy)/Corps (Army)/Category (RAAF) and DGADFLS taking into account single service and joint capability needs.

b. A student recognised as a Legal Officer by LOSOCS, but not a member of LOSOCS, may apply to LOSOCS for eligibility to undertake LTM2, as if that
student were a member of LOSOCS. If eligibility is granted by LOSOCS to enrol in LTM2 subjects, LL2 seniority will be deemed as at the date which the student submitted the last LTM1 consolidation task.

c. Eligible Legal Officers will be prioritised for empanelment on LTM2 subjects in accordance with their relative seniority at LL2, subject to:

(1) Permanent Legal Officers being afforded twelve month seniority over Reserve Legal Officers of the same seniority; and

(2) Legal Officers identified for deployment and requiring completion of LTM2 Operations Law being afforded a higher priority over Legal Officers who have not been identified for deployment.

d. Legal Officers will not be panelled on more than two LTM2 subjects in any one calendar year unless they have at least two years’ seniority at LL2, except where an officer has been identified for deployment and completion of LTM Operations Law is required for that deployment. Discretion will be used when applying this criterion to ensure Legal Officers are not disadvantaged.
4 LEGAL TRAINING MODULE 3 (LTM3)

Course structure

4.1 LTM3 is a post-graduate tertiary education program conducted by the ANU and the University of Adelaide. LTM3 requires the satisfactory completion of the following three core subjects, which are delivered as one-week intensive modules and are generally offered every odd numbered year:

   a. Advanced Military Administrative Law.
   b. Advanced Military Discipline Law.
   c. Advanced Military Operations Law.

4.2 Permanent Legal Officers without an existing Master of Laws degree must also satisfactorily complete elective subjects from a list of elective subjects approved by the LO CPDC. Satisfactory completion of sufficient elective subjects, together with satisfactory completion of the above LTM3 core subjects, will lead to the grant of a Master of Military Laws or, at the request of the member and approval by the university, a Master of Laws degree or other Masters degree.

Panelling criteria

4.3 In addition to the general panelling criteria listed in paragraphs 1.13-1.15 of this Handbook, the following criteria apply:

   a. Only Legal Officers who have satisfactorily completed all LTM2 subjects and have progressed to LL3 or are LL-B or LL-A in accordance with an LO CPDC decision specific to them are eligible for empanelment on LTM3 subjects. DMLC will decide the priority of empanelment in consultation with the service Heads of Corps and DGADFLS taking into account single service and joint capability needs.

   b. Eligible Legal Officers will be prioritised for empanelment on LTM3 subjects in accordance with their relative seniority at LL3, subject to:

      (1) Permanent Legal Officers being granted twelve month seniority over Reserve Legal Officers of the same seniority; and

      (2) Legal Officers identified for deployment and requiring completion of LTM3 Advanced Operations Law being given a higher priority over Legal Officers who have not been identified for deployment.

   c. Empanelment on LTM3 elective subjects will be supported, where possible, subject to funding constraints and equitable treatment of Legal Officers.

4.4 Where funding constraints mandate limits to elective subject approvals, the factors considered by DMLC will include the number of subjects each Legal Officer is seeking to undertake and their respective seniority within their respective Legal Level. Legal Officers will not typically be panelled on more than two core LTM3 subjects in any one calendar year, unless they have at least two years’ seniority at LL3, except where a Legal Officer has been identified for deployment and completion of a LTM3 Advanced Operations Law is identified as desirable for that Legal Officer. Discretion will be used when applying this criterion.
4.5 Reserve Legal Officers, other than on CFTS, will not be funded for LTM3 electives unless:

a. Prior to February 2003, the Reserve Legal Officer had been given approval to undertake the full LTM3 program, including electives.

b. Prior to 4 March 2008, the Reserve Legal Officer had been a member of the permanent force when approval had been given to undertake the full LTM3 program, including electives, and had since transferred to the Reserve.

c. Completion of an elective within the LTM3 program is required for the Reserve Legal Officer to carry out duties that the officer is or may be required to carry out and the LO CPDC has approved completion of the elective by that officer.

4.6 Empanelment on LTM3 elective subjects will be supported where possible, subject to funding constraints and equitable treatment of Legal Officers. Where funding constraints mandate limits to elective subject approvals, the factors considered by DMLC will include the number of subjects each Legal Officer is seeking to undertake and their respective seniority in their respective Legal Level.

LTM3 Electives

4.7 Pre-approved electives. The list of LO CPDC pre-approved elective subjects will be displayed and updated on the MLC website.

4.8 Students may choose to undertake their electives at either ANU or the University of Adelaide. Students may complete electives at the same time as completing their core LTM3 subjects, but should be cognisant of balancing duty commitments and study load.

4.9 Students may also be given approval to complete relevant cross-institutional subjects at universities other than ANU or the University of Adelaide. Completion of these subjects will be subject to approval from the LO CPDC and the applicable ANU College of Law rules and procedures. Students should first discuss their options with ANU.

4.10 Students are not limited to the LO CPDC pre-approved elective subjects. Students seeking to undertake an elective subject that is not included on the LO CPDC pre-approved list of elective subjects must make an independent application to the LO CPDC. Applications must outline the nature of the non-pre-approved elective subject and provide a justification for studying the non-pre-approved elective.

4.11 Non-pre-approved electives and cross-institutional study. In order to qualify for the award of a Master of Military Laws, ANU policy allows for completion of no more than two subjects outside of the ANU postgraduate law program.

4.12 In order to apply for a cross-institutional course, students must:

a. Seek ANU approval and complete relevant ANU paperwork in this regard.

b. If applying for approval, through an institute other than the Consortium, the student must seek LO CPDC approval, by completing an ‘AG1 General Application’ form, found on the CPDC website. This should clearly indicate:

(1) Costs (including course fees, travel and accommodation);
(2) Why the chosen course is either different to the offered ANU courses, or if similar to an ANU course why this one is preferable;

(3) The chosen course’s relevance to military law and its benefit to Defence; and

(4) Submit a subject nomination to the MLC, prior to the nomination date for this elective. (Students must not enrol in the subject until the LO CPDC has approved funding.)

4.13 In accordance with LO CPDC policy, students may only undertake one Leadership and Management subject.
5 ADMINISTRATIVE INFORMATION FOR LTM2 AND LTM3

5.1 Course facilities. The military-specific LTM2 and LTM3 subjects are typically conducted at the Canberra Campus of the ANU in one of two Fellows Road Lecture Theatres. A campus map can be found at [http://www.anu.edu.au/maps#](http://www.anu.edu.au/maps#). In addition, Defence has the option of delivering LTM2 and LTM3 courses at the University of Adelaide. Students will be advised in the respective Joining Instruction if this is the case.

LTM2 and LTM3 conducted at ANU

5.2 Accommodation. Students travelling from outside Canberra will be booked into campus accommodation either in Liversidge Court Apartments (share apartments), University House (individual rooms), or elsewhere at the MLC’s discretion. Detailed information on student accommodation will be sent by ANU to the students’ ANU email addresses three weeks prior to course commencement.

5.3 Medical.

5.4 In all cases, students are to notify the MLC of the requirement for medical support at the earliest possible opportunity. Primary medical support during the day is through the VBS Regimental Aid Post (RAP), which can be contacted on (02) 8335 5550. Students should seek treatment as follows:

a. Minor medical issue during the day: Proceed to the RAP.

b. Medical issue during the night: Phone 1800 IM SICK (1800 46 7425), a service available for all permanent ADF members within Australia. While on course, Reserve ADF members are able to access this service if required.

c. Serious or life threatening emergency: Call for an ambulance on 000 if required and proceed to the nearest public hospital emergency department. Advise MLC of the circumstances as soon as practicable after the emergency has passed.

5.5 Car parking. On-campus parking at Liversidge Court Apartments or University House (as applicable) forms part of the accommodation package for interstate students. Canberra-based students who need to drive to the ANU may make arrangements with interstate students to utilise their parking or where unavailable seek to have their parking funded at Commonwealth expense.

5.6 Dress. Dress is to be neat, clean civilian attire such as would be appropriate in an Officers Mess. Students represent the ADF and must ensure that their dress and bearing reflects well upon the ADF at all times.

5.7 ANU student identification cards. Students should carry their ANU student identification card at all times while on campus. Students can visit the Student Administration centre on campus while on course and obtain their identification card in person. Alternatively, students can complete the application form contained within their enrolment pack and mail the completed form with two passport sized photos to ANU for processing.

5.8 ANU User-ID. Students should receive logon information when they receive their enrolment pack by mail from ANU. Students should ensure they bring their ANU User-ID and password details with them when attending courses at ANU. This User-ID will provide
access to the ANU IT network and an ANU email account. Students can also use their User-ID to access the ANU library databases remotely.

5.9 ANU email and contact details. The ANU email system is the primary means of contact between ANU course/admin staff and students and needs to be checked regularly. There is the option to have the emails automatically forwarded to a more convenient email address. Students are responsible for checking and updating details with ANU (using ISIS), prior to the closing date for nominations. This includes setting up a forwarding mechanism to receive important course, enrolment, and accommodation information.

5.10 Administrative support. The administrative point of contact for ANU is:

Ms Rose Coppin  
Military Law Program Coordinator  
ANU College of Law, Bld 5,  
Fellows Rd, Acton ACT 2601  
T: +61 2 6125 3965  
Email: defence.law@anu.edu.au

LTM2 and LTM3 conducted at the University of Adelaide

5.11 Accommodation. Unless advised otherwise in the Joining Instruction, students travelling from outside Adelaide will be booked into Keswick Barracks.

5.12 Medical. Keswick Barracks has a comprehensive and fully functional tri-service medical centre and fully functioning dental surgery.

5.13 Car parking. Free parking is available at Keswick Barracks. There is no facility for onsite parking at the University of Adelaide, except for after-hours and weekends. There is metered parking and public parking spaces outside the University of Adelaide (located North of the University entrance and alongside the River Torrens).

5.14 Course management system. University of Adelaide students will have access to the ‘MyUni’ online environment in order to manage their coursework and assessments. MyUni is a similar system to ANU’s ISIS, which allows students to use their University ID to log on and access their course program and grades. Course outlines and materials will be available prior to arrival. Students will have full access to all University of Adelaide systems. Students will also have access to the Adelaide Law School Unified page which provides general information about the School and announcements while in Adelaide.

5.15 Gym membership. While at the University of Adelaide, students will have access to the Fitness Hub for the duration of the course.

5.16 Transport. There are various modes of transport available to students, as detailed below:

a. Taxi: The fare from Adelaide Airport to Keswick Barracks is approximately $25.

b. Train: Adelaide Metro Trains provide rail transport from Goodwood Station (5-minute walk from Keswick Barracks) and Adelaide Showground (3-minute walk from Keswick Barracks and 4-minute train ride to Adelaide Railway Station in the city). It is a 7-minute walk along North Terrace to the University.
c. Tram: It is an 8-minute walk to the Tram station at Goodwood and an 8-minute walk to the University.

d. Bus: Bus services run every 10 to 15 minutes along Anzac Highway, adjacent to Keswick Barracks.

**General information**

5.17 **Laptops.** The MLC encourages students to take a laptop to the course intensive in order to access the University’s IT systems and any course materials that are issued on CD-ROM. Wireless capability is available to access these services from the lecture and accommodation facilities (not at Keswick Barracks). Any students who do not have ready access to a laptop are advised to contact their posted unit. Students will find themselves at a disadvantage if they have not made adequate arrangements for computer access.

5.18 **Internet access.** Course material may be placed on university password protected websites which cannot all be accessed via the DPN. Students are to plan in advance and ensure that they can access this material when required.

5.19 **Administrative support.** The administrative points of contact for the University of Adelaide are as follows:

Justine Dzonsons  
Research and Academic Coordinator  
Adelaide Law School, The University of Adelaide  
Ligertwood Building  
Adelaide 5005  
T: +61 8 8313 0307  
Email: justine.dzonsons@adelaide.edu.au

5.20 For all core subjects, ANU academic policies, procedures and forms are to govern, rather than University of Adelaide policies, procedures and forms. The ANU College of Law policies, procedures and forms are available from the ANU College of Law website at [http://drss.anu.edu.au/asqo/proposals.php](http://drss.anu.edu.au/asqo/proposals.php). Students undertaking electives at the University of Adelaide will also be subject to University of Adelaide academic policies and procedures ([http://www.adelaide.edu.au/policies/](http://www.adelaide.edu.au/policies/)).

5.21 Students should ensure they are familiar with the policies, procedures and forms of both universities relevant to the following topics (which may change), especially:

a. General assessment responsibilities  
b. Academic honesty and integrity  
c. Obligations for submission of assignments  
d. Extension policy  
e. Obligations for examinations  
f. Guidelines for marking  
g. Assessment task extensions and replacement examinations  
h. Appropriate conduct in the learning environment  
i. Preparation for and attendance at classes  
j. Engagement in course learning opportunities  
k. Access to student services of the University  
l. Access to appeals and complaint procedures  
m. Provision of feedback to University
n. Timely feedback on assessment
o. Publishing of results

5.22 The following forms can also be accessed from the ANU and University of Adelaide website:

a. Assessment Cover Sheet
b. Request for Extension of Time to Submit Assessment
c. Graduate Research Unit – appointment of supervisor
d. Student Administration Services Forms – eg Leave of Absence, Program Transfer

Defence expectations of students

5.23 Advancement through the Legal Levels is dependent upon successful completion of the courses and they are therefore highly sought after.

5.24 The courses are normally restricted to 25 students comprising both Permanent and Reserve Legal Officers from all Services. A fortunate consequence of attending the courses is that Permanent and Reserve Legal Officers from different backgrounds have the opportunity to network and develop friendships and an understanding of differing service practices and protocols.

5.25 All courses are pitched at a post-graduate level and students are expected to dress and behave maturely in a manner consistent with the standard expected of ADF officers. The relaxed learning environment and any observations of other standards on campus does not alter the standard expected of ADF officers. The courses play a significant role in continuing professional development and a professional approach to learning is expected, which includes avoiding the intrusion of electronic communications and giving presenters the attention they expect in accordance with professional courtesy. As a guide, students should conduct themselves as they would when receiving a presentation from any senior ADF commander.

5.26 Consistent with the academic nature of these courses, students are expected to complete the preliminary reading and ensure they understand and follow the instructions for assessment in a timely manner as required by the ANU and University of Adelaide. The courses are rigorously assessed and attendance alone is insufficient to meet the requirements of the universities or the expectations of the MLC. Students should display a level of research, analysis and presentation that a senior ADF commander would expect from the commitment of many hours by a professional Legal Officer.

Failure of subjects

5.27 The following policy applies to failures on LTM2 and 3 subjects:

a. Legal Officers who fail any LTM2 or LTM3 subject (including withdrawals that attract financial penalty or any other form of failure to pass) are liable to fully fund the university fees on any repeat or replacement subject.

b. If the Legal Officer considers there are extenuating circumstances (i.e. reasons beyond their control) that account for the failure, the Legal Officer is to:

(1) Make an application through the University Remission of Fees to state their case. If the extenuating circumstances relate to Service reasons, the MLC is available to provide input in support of such an application; and
Where the University does not agree to waive the fees for a repeat or replacement subject, and the Legal Officer believes the extenuating circumstances to be Service related, the Legal Officer may make an application to the LO CPDC for funding and the LO CPDC will consider the application on its merits, taking into account the policy set out above.

b. Legal Officers who are unable to complete LTM2 or LTM3 because of repeated failure in one or more subjects are to have their appointment as a Legal Officer reviewed and the LO CPDC may recommend that the Legal Officer be issued with a termination notice or that the Legal Officer’s current appointment not be extended.

5.28 **Integrity related breaches of training standards.** The ANU, University of Adelaide and the ADF treat integrity-related breaches of training standards, such as plagiarism, collusion and cheating, very seriously. Legal Officers are reminded that they remain ADF members when undertaking LTM subjects and any integrity related breaches of university standards may be subject to disciplinary action and/or military administrative action in addition to university action. See paragraph 5.20-5.22 of this Handbook for University plagiarism policy.

**Recognition of prior learning**

5.29 As the ANU awards the academic qualifications related to LTM2 and LTM3, the procedures and policies of the ANU are relevant where a student wishes to seek recognition of prior learning (RPL) towards award of an academic qualification. RPL may be awarded for:

a. Courses completed at the ANU or University of Adelaide under a different program.

b. Courses completed at a different university or tertiary institution.

c. Relevant non-award studies.

5.30 Students must seek ANU approval. For more information please contact ANU College of Law by phone on (02) 6125 3965 or by email defence.law@anu.edu.au.

5.31 There is a distinction between the academic qualifications awarded by the ANU and the progression in Legal Levels. Recognition of prior learning by the ANU is relevant to the question of the award of an academic qualification, but not definitive in respect of progression through LTMs and associated Legal Levels. Recognition of prior learning by the LO CPDC is relevant to the question of progression through LTMs and associated Legal Levels, but is not definitive in respect of the award of an academic qualification by the ANU. Separate applications will need to be made to the LO CPDC and the ANU depending on the purpose for which recognition is being sought. Refer to the LOSOCS policy, paragraph 47, for further advice on recognition of prior learning for LOSOCS purposes.

5.32 Where a Legal Officer has received recognition of prior learning for LOSOCS purposes for one of the core LTM2 or LTM3 subjects, the Legal Officer may apply to the LO CPDC for funding for an elective subject in order to qualify for the grant of a Graduate Certificate/Diploma of Military Law or Masters of Military Law. Such funding is at the discretion of the LO CPDC.
**Sharing of student information**

5.33 In order for LTM2 and LTM3 to be delivered by ANU and the University of Adelaide, the MLC and the Consortium need to share certain personal information about students. Such information may include contact details, course enrolments and discontinuations, attendance, performance, academic results, among other things. This is for the purpose of facilitating enrolment, for administrative purposes of the Universities and the MLC, for the MLC to ensure the efficient, effective and ethical use of Commonwealth resources and for ADF career management and professional development.

5.34 The MLC may provide such records and personal information to relevant Department of Defence agencies, including the LO CPDC and to single service career management agencies.

5.35 The Universities will provide the MLC with copies of assessments submitted by students which obtain a mark of ‘High Distinction’ or higher. The MLC may make these assessments available as a resource to the Defence Legal Officer community for Defence purposes.
6 ENROLMENT PROCEDURES

6.1 All applications for enrolment or changes to enrolment including associated paperwork must be submitted through the MLC. Please note that panelling criteria for each LTM are different and have been outlined above in each Chapter concerning the respective LTM.

6.2 To request enrolment for LTM1, LTM2 and LTM3 courses (including elective subjects for which funding by Defence Legal is sought), Legal Officers must complete a nomination form which is located on the MLC page of the Defence Legal internet site. An auto-receipt of nomination from the MLC. Nominations inbox will be sent and students advised in due course if they have been panelled.

6.3 **LTM2 and LTM3.** Legal Officers are responsible for complying with all applicable ANU enrolment requirements. Officers are required to provide the following documents with their initial enrolment application:

   a. ANU Postgraduate Coursework application, including the required documents:
      
      o Certified true copies of all tertiary academic results transcripts.
      
      o Certified true copy of transcript for Admission to Practice Certificate (for those who do not have an LLB).
      
      o Certified true copy of proof of name change (if applicable).
      
      o Certified true copy of citizenship certificates (if applicable).
      
      o MLC Nomination Form.

6.4 Any costs associated with obtaining replacement transcripts or other required certificates are to be met by the ADF Legal Officer. Failure to supply the above documentation will result in the officer being ineligible for admission to the relevant ANU program and unable to complete academic requirements for advancement in Legal Level.

6.5 Completion of ANU enrolment processes requires students to log on to Wattle and enter certain demographic data. Until this process is completed, enrolment will not be effective and inclusion in any LTM2 or LTM3 course panel may be jeopardised.

6.6 All requests for enrolment in subjects at ANU will be treated as nominations. The MLC will assess all nominations and finalise the course panel approximately eight weeks prior to the commencement of the intensive courses. Students may be placed on a wait list and only offered a position on the course in the event of a withdrawal.

6.7 Where a student has nominated for a subject and has not been panelled on that subject, the MLC will not automatically assume that the student seeks nomination on the subject in the following year. Students are required to re-nominate when enrolments commence for the following year.

6.8 **LTM3 electives at the University of Adelaide.** Where a student has nominated and been panelled on a subject held at the University of Adelaide:

   a. The MLC will provide the University of Adelaide with the student’s enrolment information (including full name, date of birth, contact number and address), and will identify the electives for which the student has been approved.
b. An email confirmation of enrolment will be sent by the University of Adelaide to the MLC, ANU, and the student. Students will receive a welcome letter from the University of Adelaide with a student ID and password, which is sent approximately 90 days prior to the start of the relevant study term.

c. Students can log on to ‘Access Adelaide’ to change their password and complete the enrolment checklist, to confirm personal information (students are already enrolled before this stage), and log on to ‘MyUni’ to access course material (dependent on when the course coordinator makes it available). Students can also activate their Adelaide email and set a forwarding rule to their preferred inbox.

d. Upon arrival, students will receive a welcome bag and will be taken to Card Services, where they can obtain their student ID. Building access will be granted automatically.

e. Results are processed by Adelaide Law School and the transcripts are emailed to ANU to be included in the student’s records.

6.9 **Program leave.** Once enrolled in either the Graduate Diploma or Masters program at ANU, officers are required to submit program leave forms if they do not undertake any courses within a six month timeframe. The program leave form should be emailed to defence.law@anu.edu.au and mlc.admin@defence.gov.au. Please contact MLC for this form.

6.10 The enrolment and administration of ADF Legal Officers at ANU is managed by the Military Law Program Coordinator within the ANU College of Law. All queries regarding enrolment or any other administrative matter at ANU are to be directed to the Military Law Program Coordinator (not to general student administration). Their contact details are listed in paragraph 5.10 of this Handbook.
7 STUDENT TRAVEL BOOKING INSTRUCTIONS

7.1 Defence Travel Budget Calculators (DTBC). All students will require a Defence Travel Card (DTC). Travel will not be funded by the MLC without a DTC. The MLC will send a template DTBC to all students by email along with the course Joining Instruction. Students should add the relevant information to their DTBC, acknowledge that they understand their travel budget by signing the ‘Members Signature’ section on the front page, and return to the MLC by email by the date specified to mlc.admin@defence.gov.au. The MLC will allocate a File Reference number and finance codes before returning the signed and authorised DTBC.

7.2 Permanent Legal Officers attending courses will be required to administer their own travel arrangements in accordance with the below details. Reserve Legal Officers refer to paragraphs 7.10 onwards below.

Booking your travel

7.3 Students attending courses must prepare their own DTBCs and submit to the MLC for approval before making any bookings.

7.4 Upon receipt of an approved DTBC from the MLC, all students travelling by air must book their flights in accordance with approved budget. All flight bookings must be made via QBT against a DTC. Flights can be booked by either method:

   a. Online, using the QBT booking tool. which can be accessed on the DPN at https://www.portal.qbt.travel/?companyUniqueCode=defence; or

   b. Over the phone with QBT by calling 13 11 57.

7.5 Own means travel. Students are not automatically entitled to travel using their private motor vehicle. Students wishing to travel using their private motor vehicle should complete a Cost Comparison - Duty Travel/Leave (PY010). Own means travel will normally only be approved where the cost comparison is favourable.

7.6 Changes to arrival/departure date. Students must seek permission from MLC to arrive or depart on a different day to that specified in the Joining Instruction. This is especially important for students who may require extra accommodation.

Post-travel administration

7.7 Students must complete the After Travel Certification section of the DTBC to declare that the journey has been undertaken in accordance with the approved budget. A copy of the completed After Travel Certification and receipts for all card transactions, including cash withdrawal receipts, is to be forwarded to the MLC and the appropriate Card Management System (CMS) supervisor within one week after the course completion date.

7.8 Permanent Legal Officers are responsible for verifying their transactions on-line in CMS, subject to individual unit procedures. When acquitting these items in CMS, please ensure that the correct CC, AC and WBS codes as specified on the DTBC are entered and that the following description is entered in the Expense Group, Purpose and Description fields:

   MLC space [Reference No. from DTBC] space [FY YY/YY] space [SURNAME] space [COURSE]
7.9 Copies of the Expense Summary Report, After Travel Certification and all receipts, including cash withdrawal receipts, are to be forwarded to the MLC by email at mlc.admin@defence.gov.au. For detailed information on the use of DTCs and CMS, go to the DPC, DTC & CMS Manual located on the Defence Intranet.

**Reserve Legal Officers**

7.10 A travel request form and instructions will be provided with the course Joining Instruction.

7.11 The MLC will book your travel after receipt of your signed template DTBC and travel request form.

7.12 **Post travel administration.** The CMS Supervisor for all Reserve Legal Officers is the Defence Legal Reserve Support. A copy of the completed After Travel Certification and receipts for all card transactions, including cash withdrawal receipts, must be forwarded to dl.reservesupport@defence.gov.au within one week after the course completion date and to the MLC by email at mlc.admin@defence.gov.au.

**All Legal Officers**

7.13 **Changing travel arrangements.** Students must obtain verbal approval from the MLC to make changes to their travel arrangements. On return to their unit, they must enter the changed details on the back page of the DTBC and send to MLC. If verbal approval is not obtained, MLC may not approve the revised travel arrangements.

7.14 **Enquiries.** More information on travel, including DTC applications, is available from the Defence Travel Management site at http://DPNet.defence.gov.au/DSRG/DefenceTravel/Pages/Home.aspx or by e-mail dl.dbpfm@defence.gov.au.

**Travel reconciliation instructions**

7.15 On completion of your travel, you will be required to complete relevant after travel administration on your CMS, as per below instructions to ensure financial resources are managed efficiently and effectively.

7.16 The process for after travel administrations is:

   a. **Reserve Officers.** Sign the after travel section of the DTBC at page two, if any changes have occurred, noting those changes to your anticipated travel. The DTBC together with all applicable receipts and a copy of these instructions should be forwarded to your CMS account holder. The CMS account holder email for most Defence Legal Reserve Officers is dl.reservesupport@defence.gov.au

   b. **Permanent Officers.** Sign the after travel section of the DTBC at page two, if any changes have occurred, noting those changes to your anticipated travel. You should then acquit your travel on CMS as per the below instructions. If you are not your own account holder these instructions should be passed on to your CMS account holder.
7.17 When acquitting these items in CMS, please use the following format:

- Use upper case “FILE REFERENCE NUMBER space SURNAME space DATE space COURSE insert into the three areas below;

<table>
<thead>
<tr>
<th>Expense group</th>
<th>Purpose</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The file reference number is the file reference found on the top right-hand side of your DTBC.

- The *Cost Centre Code* and *WBS* need to be entered as per your DTBC e.g. *1551XX & DS-LS-MLC-xxx*.

- The *Account Code* listed on DTBC should be used for all transactions

7.18 The acquittal of your travel needs to be within 30 days of travel.

**Post-CMS Acquittal**

7.19 You are required to scan the following documents to MLC Business Manager at mlc.admin@defence.gov.au:

a. Fully signed pages, (member signature and Section 23 Commitment approver) on your DTBC.

b. Your signed PY010 (web form) if you undertook Own Means Travel.

c. Your signed CMS expense summary report.

d. Copies of all receipts.
Debts

7.20 Travellers required to pay money back to their Defence Travel Card (due to travel itinerary changes) are to use BPAY, an electronic online system enabling travellers to pay money back to their Defence Travel Card. The Diners Biller code is 3012 and the reference number is the traveller’s Defence Travel Card number.
8 FURTHER INFORMATION FOR RESERVE LEGAL OFFICERS

Training approval

8.1 The MLC will administer and authorise the salaries and allowances for all students panelled on LTMs.

8.2 Students will be authorised for a training day for each day they are on a course intensive, one day for travel on the day preceding the course, and additional days to undertake pre-course readings, examinations, papers and/or consolidation tasks in accordance with this Handbook. Travel days can be extended in certain circumstances, such as the non-availability of flights on the day prior to or the last day of the course.

Attendance diaries

8.3 The MLC will raise R1s for all activities related to LTMs and forward the R1 to the Reserve Officer and DL Reserve Support team at dl.reservesupport@defence.gov.au. Defence Legal will then issue, and advise by email, an Authorisation Number, which should be quoted on the Reserve Attendance Diary (RAD).

8.4 Reserve Officers are responsible for completion and submission of reserve attendance diaries on MLC training courses. Each RAD must be completed on SmartForm AE 126-1 found on the Defence Legal Intranet website (http://DPNet.defence.gov.au/AssociateSecretary/DLD/LegalResources/Pages/Forms.aspx) and DL Portal (http://legacy/teamweb2010/dl/StaffResources/Finance/default.aspx), indicating the subject course and activity codes. RADs should be submitted electronically, once digitally signed by the Reserve Officer and forwarded by email to mlc.admin@defence.gov.au. Please forward an electronic version with your electronic signature to the MLC, as opposed to sending a scanned copy which has a handwritten signature. The authorised R1 should also be attached to this email.

8.5 MLC staff will check the RAD before an MLC Legal Training Officer certifies attendance by digitally signing and forwarding a copy to Defence Legal for processing. The Officer will be cc’ed in on this email to Defence Legal.

8.6 Students are not entitled to an attendance allowance if they are paid travel allowance and incidentals for their attendance. Attendance allowance is only claimable when attending a designated place of duty whilst not receiving any other form of Travel Allowance.

8.7 RADs may only contain details of course-related training. The MLC cannot authorise payment for any other duties. Students can submit more than one diary for payment if desired (e.g., a claim for travel and course attendance initially, followed by a separate claim for post course assessment). However, the submission of one RAD for all activities on an LTM is preferred. RADs should be submitted on the due date of the final assessment task or shortly thereafter. The MLC will certify attendances and forward documentation to Defence Legal for processing.
9 JOINT OPERATIONS LEGAL TRAINING


9.2 Joining Instructions will be provided to identified students.