



**LEGAL OFFICER  
TRAINING HANDBOOK**

**AMENDMENT CERTIFICATE**

Proposals for amendment to the Military Law Centre Legal Officer Training Handbook are to be forwarded to:

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**The Military Law Centre DRN web site:**

**<http://intranet.defence.gov.au/dsg/sites/DLD/comweb.asp?Page=3120&Title=Military%20Law%20Centre>**

**The Military Law Centre internet site:**

**[http://www.defence.gov.au/legal/mlc.html#mlc\\_links](http://www.defence.gov.au/legal/mlc.html#mlc_links)**

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## 1 OVERVIEW - LEGAL TRAINING CONTINUUM

### Introduction

1.1 ADF legal officers are generally part of the Legal Officers' Specialist Officer Career Structure (LOSOCS). LOSOCS is administered by the Legal Officers' Career and Professional Development Committee (LO CPDC), who grant legal competency levels (CL, formerly LL), ranging from CL 1 to CL 5,<sup>1</sup> based on a legal officer's legal experience and training. An ADF legal officer's pay is dependent upon rank, CL and salary increment.

1.2 A detailed description of the LOSOCS and role of the LO CPDC is provided in the document ADF Legal Officers' Specialist Officer Career Structure (LOSOCS) of 9 Dec 10 available on the Career Management page of the Defence Legal website at <http://www.defence.gov.au/legal/cm.html>. A full list of LO CPDC policy decisions is also available at this website. All officers should read the LOSOCS outline and associated policy decisions to gain a detailed understanding of the LOSOCS before reading this Handbook.

1.3 This handbook is a guide to the current legal training requirements and course information for ADF legal officers as set out in LOSOCS.

### Role of the Military Law Centre

1.4 The Military Law Centre (MLC) takes 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 Randwick Barracks, Sydney. Contact details are:

Email to: [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au)

Military Law Centre  
Randwick Barracks (Building 100)  
Avoca Street  
RANDWICK NSW 2031

Telephone: +61 2 9349 0341

Facsimile: +61 2 9349 0757

1.6 This Handbook and other relevant material can be found on the MLC webpage as part of the Defence Legal Division websites:

- a. DRN web site: <http://intranet.defence.gov.au/dsg/sites/dld/mlc>; or
- b. Internet site: <http://www.defence.gov.au/legal/mlc.html>

### Legal Training Modules

1.7 Only legal officers who are members of the LOSOCS are eligible to undertake any Legal Training Modules.<sup>2</sup>

<sup>1</sup> Defence Force Remuneration Tribunal (DFRT) decision at a hearing on 23 Jun 04

<sup>2</sup> LO CPDC Meeting of 21 May 08 Committee Decision 50/08,

1.8 The specialist legal training requirements are summarised as follows:

- a. Within the first year of commission, completion of Legal Training Module One (LTM1), which consists of one module and is the academic qualification for CL2. This should be undertaken at the earliest possible opportunity, and may, in certain circumstances, be undertaken even if initial officer training has not been entirely completed.
- b. Within the next two to three years, completion of Legal Training Module Two (LTM2), which consists of four subjects, leading to the award of a Graduate Diploma in Military Law, and is the academic qualification for CL3. Each of the four LTM2 subjects (Military Discipline Law, Military Operations Law, Military Administrative Law and Military Advocacy Law) are conducted each year.
- c. Within the next three to four years, completion of Legal Training Module Three (LTM3), which is the academic qualification for CL4:
  - (1) All legal officers (permanent and Reserve) are required to complete the three core subjects (Advanced Military Discipline Law, Advanced Military Operations Law and Advanced Military Administrative Law). The three core subjects are conducted each odd numbered year.
  - (2) All permanent legal officers who do not have an existing Master of Laws qualification are also required to complete five elective subjects to make up a Masters of Military Law.
- d. No further courses are required for CL5.

1.9 Table 1 below shows an example timeline for the training undergone 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 partly 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 programs at a lesser pace in accordance with their part time exposure to ADF legal officer duties.

**Table 1: Example Legal Officer training progression**

<b>Year in Service</b>	<b>Legal Officer Specialist Training (mandatory for career progression)</b>	<b>Other Training (not all mandatory)</b>
1	CL1: Legal Training Module One	Initial Entry Officer Training
2	CL2: Legal Training Module Two – two subjects	Single Service promotion prerequisite training Joint warfare training
3	CL2: Legal Training Module Two – two subjects	
4	CL2: Any remaining subjects for Legal Training Module two not previously completed	
5	CL3: Legal Training Module Three – two subjects	Single Service promotion prerequisite training Joint warfare training Command and Staff college
6	CL3: Legal Training Module Three – two subjects	
7	CL3: Legal Training Module Three – two subjects	
8	CL3: Legal Training Module Three – two subjects	

### **Decision to release Legal Officers for training**

1.10 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. Accordingly, legal officers may be released for more or less subjects per year than suggested in Table 2 above. However, completion of more than two legal training subjects in one year, whilst permissible, should not be considered the norm.

1.11 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.

### **Withdrawal from training for Service reasons**

1.12 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 the Director MLC 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.

## 2 GENERAL INFORMATION FOR STUDENTS

### Panelling Criteria for LTM Courses<sup>3</sup>

2.1 DMLC is the Panelling Authority for all LTM courses. Authority for funding approval for Legal Officers seeking to undertake an elective subject in order to complete the Graduate Diploma in Advanced Military Law remains with DGADFLS (with CPDC advice).

2.2 DMLC does not guarantee placement on any LTM core or elective subject. Students will be panelled on courses in accordance with the panelling criteria outlined below. The panelling criteria are based upon the following principles:

- a. Funding available for legal training is not unlimited;
- 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; and
- d. Legal Officers who have completed their Task Journals at the relevant level should not be delayed for progression through CL levels.

2.3 DGADFLS reserves the right, in exceptional circumstances, to direct the Panelling Authority in respect of panelling decisions. In this regard, DGADFLS may impose decisions on the Panelling Authority that do not comply with the panelling criteria.

2.4 The following panelling criteria apply generally:

- a. Only Legal Officers who are members of the LOSOCS are eligible for empanelment on LTM 1.
  - (1) 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, DGADFLS 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 50 of the *Defence Act 1903*, that officer is not eligible for empanelment on any LTM course.
- c. Reserve Legal Officers on continuous full-time service (CFTS) are entitled to the same funding priority as Legal Officers in the permanent force.

2.5 Further panelling criteria with regard to each LTM can be found in the appropriate sections. For LTM1 see 3.2, LTM2 see 4.2 and for LTM3 see 5.4.

2.6 **Contact Details.** Students are to ensure that both the MLC and ANU (if applicable) are informed of any changes to their contact details. It is the student's responsibility to check personal details and update, if necessary, with ANU before closing date of nominations for each course to ensure that any information or course materials will be provided.

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<sup>3</sup> LO CPDC Meeting of 21 May 08 Committee Decision 50/08

2.7 **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](mailto:mlc.admin@defence.gov.au).

2.8 **Course Materials.** Course materials will be provided for all LTM subjects.<sup>4</sup> For further details on textbooks for LTM2 and 3 courses see 6.16.

### Study Leave

2.9 **Reserve officers.** For LTM2/3 subjects, the LO CPDC has authorised Reserve legal officers to claim up to three days outside of the course intensive for study and the undertaking of the examination or completion of paper.<sup>5</sup> No days outside of the course intensive are available for LTM1. All attendance diaries must be submitted to MLC for authorisation.

2.10 **Permanent officers.** Legal officers in the permanent force 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 LO CPDC considers that short leave of three days per subject is reasonable.

### Enquiries

2.11 All LTM1 course enquiries, and any military aspect of LTM2 or 3 courses should be directed to Mrs Amy Hoskin (02) 9349 0115 or [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au).

2.12 Enquires about ANU aspects of LTM2 and 3 courses should be directed to Ms Maggie Rozanski on (02) 6125 4645 or [defence@law.anu.edu.au](mailto:defence@law.anu.edu.au).

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<sup>4</sup> ADFLS CPDC Meetings of 28 Jun 04 and 9 Nov 04 Committee Decision 149/04

<sup>5</sup> LO CPDC Meeting of 11 Dec 03 Committee Decision 194/03

### 3 LEGAL TRAINING MODULE ONE (LTM1)

3.1 LTM1 is a residential course conducted by MLC staff and visiting lecturers. LTM1 has historically been a one-week course, but may increase to two weeks in 2012.

3.2 **Panelling Criteria.** In addition to the general panelling criteria listed in chapter 2, the following criteria will also apply;

- a. Legal Officers will be prioritised according to the date the effective date of joining LOSOCS.
- b. Permanent Legal Officers will be given priority over Reserve Legal Officers for empanelment on LTM1.
  - (1) This panelling criterion applies irrespective of CL (ie, a permanent Legal Officer at CL1 will remain a priority over a Reserve Legal Officer at CL2).
- c. Legal Officers who have completed initial officer training will be given priority over Legal Officers who have not completed initial officer training.

3.3 **Objectives.** The objective of LTM1 is to familiarise students with the practice of law in the military. In particular:

- a. To introduce students to the Defence Legal Division, including the military law Directorates, basic structure, and professional development requirements.
- b. To introduce students to the role of the Defence legal officer and how to maintain professional ethics within the Command structure.
- c. To introduce students to applicable Defence legislation and policy in respect of discipline law and provide practical training to enable them to provide basic legal advice on discipline matters to Commanders and personnel at the summary level.
- d. To introduce students to legislation and policy applicable to Defence in respect of administrative law and enable them to provide basic legal advice on administrative matters to Commanders and personnel.
- e. To introduce students to the principles of international law with particular emphasis on the laws of armed conflict and the laws applicable to ADF operations.

3.4 Students also benefit from meeting and establishing networks with other permanent and reserve members from all Services, including senior permanent members from Defence Legal.

3.5 **Assessment.** Assessment is conducted in two parts, with a pre-course learning package and a post course assessment to be submitted after the course has completed.

3.6 **Qualification.** LTM1 is the academic pre-requisite for advancement to CL2 status. There are no formal civilian qualifications for this course.

3.7 **Failure.** The following policy applies to failures of LTM1:

- a. Legal officers who fail the LTM1 examination may be offered a supplementary examination at the discretion of DMLC;

- b. In the event that the legal officer is not offered a supplementary examination or fails the supplementary examination the legal officer will be required to repeat the LTM1 course within the following 18 months.
- c. Legal officers who do not repeat LTM1 within the 18 month time frame or fail LTM1 a second time 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.

**3.8 Course Facilities.** LTM1 is conducted in Sydney at the Randwick Barracks Conference Centre.

**3.9 Accommodation.** All students attending LTM1 will be booked into Service accommodation for the duration of the course. Requests to live out for the duration of the course will be considered on a case-by-case basis, however, will only be granted in exceptional circumstances. Requests to live out are to be submitted by email to [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au).

**3.10 Car parking.** Student parking is available at Randwick Barracks.

**3.11 Dress standards.** Students are required to comply with the Randwick Barracks Officers Mess Constitution and Rules, including dress standards. Dress of the day for the course is appropriate seasonal uniform; however DPCU and Tropical Dress are not acceptable. 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.

**3.12 Defence Restricted Network (DRN) Access.** Students should ensure that they have active DRN accounts before attending courses. The creation of such accounts is the individual officers' responsibility with assistance available through their posted unit. Students may access the DRN in the MLC Conference Room at Randwick Barracks.

**3.13 Defence Travel Card (DTC).** All students should ensure they have a DTC prior to attending LTM1. Permanent officers should contact their posted unit for assistance in applying for a DTC. Reserve officers should contact Defence Legal Travel Officer for assistance on 02 6266 3797 or by email on [dsgdl.travel@defence.gov.au](mailto:dsgdl.travel@defence.gov.au). Students should note that a DTC application can take several weeks; this should be done well before the course start date.

**3.14 Laptop use.** Personal laptops may be brought to the course; however wireless internet access is not available.

**3.15 Other facilities.** Telephone, facsimile and photocopying facilities are available.

## 4 LEGAL TRAINING MODULE TWO (LTM2)

4.1 **Course structure.** LTM2 is a post-graduate tertiary education program conducted by the ANU and in conjunction with the MLC. The following four core subjects are generally offered annually and delivered as one-week intensive modules at the ANU, Canberra:

- a. Military Administrative Law;
- b. Military Discipline Law;
- c. Military Operations Law; and
- d. Advocacy for Military Lawyers.

4.2 **Panelling Criteria.** In addition to the general panelling criteria in chapter 2 the following criteria apply:

- a. Only Legal Officers who have satisfactorily completed LTM1 and have progressed to CL2 in accordance with an LO CPDC decision specific to them are eligible for empanelment on LTM2 subjects.
  - (1) Legal Officers who are admitted to the LOSOCS at CL2 are still required to complete LTM1.
- b. Legal Officers will not be eligible for empanelment on LTM2 subjects until they have completed the designated pre-requisite tasks<sup>6</sup> in the task journal for that area of military law at the competent level.
  - (1) Evidence of completion of the pre-requisites needs to be provided to MLC before the closing date for nominations. A signed copy of the summary sheet is to be emailed to [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au) with the subject nomination.
- c. Legal Officers are not eligible to undertake the Advocacy for Military Lawyers subject until the Military Discipline Law subject has been satisfactorily completed.
- d. Eligible Legal Officers will be prioritised for empanelment on LTM2 subjects in accordance with their relative seniority at CL2.
  - (1) Except, Permanent Legal officers will be given priority over Reserve Legal Officers where the Permanent Legal Officer holds seniority at CL2 of greater than twelve months more than the Reserve Legal Officer.
- e. Legal Officers will not normally be panelled on more than two LTM2 subjects in any one calendar year unless they have at least two years' seniority at CL2.
  - (1) Discretion will be used when applying this criterion. Legal Officers who have completed the Task Journal for the relevant area of military law at the Competent Level should not be disadvantaged in the panelling process by this criterion.

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<sup>6</sup> Pre-requisite tasks listed at Annex A of LOSOCS Policy Outline 9 Dec 10

- (2) It is the responsibility of the Legal Officer to notify the MLC when they submit their nomination if they wish for this provision to be taken into consideration, and provide evidence if requested.

### **Objectives**

- 4.3 The objectives of the Discipline, Operations and Administrative Law modules are:
  - a. To build upon the student's basic understanding of discipline, administrative and operations law and enable them to identify and analyse the legal basis grounding Defence policy and procedures.
  - b. To build upon the student's basic understanding of discipline, administrative and operations law to enable them to critically analyse applicable international and domestic law.
- 4.4 The objectives of the Advocacy for Military Lawyers module are:
  - a. To introduce students to the principles of advocacy.
  - b. To provide students with a practical understanding of the advocacy skills required of an ADF legal officer.

### **Assessment**

- 4.5 Primary assessment for Discipline, Operations and Administrative law modules is a weekend take-home exam for each subject constituting 60-100% of the final assessment, with other assessment tasks as determined and advised by ANU prior to course commencement.
- 4.6 Primary assessment for the Advocacy for Military Lawyers module is oral assessment conducted during the intensive module constituting 60-100% of the final assessment, with other assessment tasks as determined and advised prior to course commencement.
- 4.7 **Qualification.** LTM2 is the academic pre-requisite for advancement to CL3 status. Satisfactory completion leads to the post-graduate award of a Graduate Diploma in Military Law.

## 5 LEGAL TRAINING MODULE THREE (LTM3)

### Course structure

5.1 LTM3 is a post-graduate tertiary education program conducted by the ANU, in conjunction with the MLC. LTM3 requires the satisfactory completion of the following three core subjects, which are delivered as one-week intensive modules at ANU, Canberra, and are generally offered biennially (every odd numbered year):

- a. Advanced Military Administrative Law;
- b. Advanced Military Discipline Law; and
- c. Advanced Military Operations Law.

5.2 Legal officers in the permanent force without an existing Master of Laws degree must also satisfactorily complete five elective subjects from a list of elective subjects approved by the LO CPDC. Satisfactory completion of these eight subjects will lead to the grant of a Master of Military Law or, at the request of the member and approval by the university, a Master of Laws degree or other Masters degree.

5.3 Legal officers in the permanent force who already hold a Master of Laws degree and all reserve legal officers are only required to undertake the three LTM3 core subjects. These officers may seek LO CPDC approval for funding to undertake one elective subject from the LO CPDC approved list, generally on the basis that the subject is essential in order for the officer to carry out required duties<sup>7</sup>, and that MLC has funding available. Satisfactory completion of the three core subjects and one elective subject will lead to the grant of a Graduate Diploma of Advanced Military Law.

5.4 **Panelling Criteria.** In addition to the general panelling criteria in chapter 2 the following criteria apply:

- a. Only Legal Officers who have satisfactorily completed LTM2 and have progressed to CL3 in accordance with an LO CPDC decision specific to them are eligible for empanelment on LTM3 subjects.
- b. Eligible Legal Officers will be prioritised for empanelment on LTM3 subjects in accordance with their relative seniority at CL3.
  - (1) Except, Permanent Legal officers will be given priority over Reserve Legal Officers where the Permanent Legal Officer holds seniority at CL3 of greater than twelve months more than the Reserve Legal Officer.
- c. Legal Officers will not normally be panelled on more than two core subjects for LTM3 in any one calendar year unless they have at least two years' seniority at CL3.
  - (1) Discretion will be used when applying this criterion. Legal Officers who have completed the Task Journal requirements for progression to CL4 should not be disadvantaged in the panelling process. It is the responsibility of the Legal Officer to notify the MLC when they submit their nomination if

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<sup>7</sup> TDLS CPDC Meeting of 28 Jun 04 Committee Decision 119/04 and *Outline of the ADF Legal Officers' Specialist Officer Career Structure* of 30 May 08.

they wish for this provision to be taken into consideration, and provide evidence if requested.

- d. Empanelment on LTM3 elective subjects will be supported where possible, subject to funding constraints and equitable treatment of Legal Officers.
  - (1) 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 the respective seniority in CL.

**5.5 Objectives.** The objectives of LTM3 are:

- a. To build upon the student's competent understanding of discipline and administrative law, and international and domestic law applicable to ADF operations to enable them to critically analyse applicable laws, and to critique and defend views held.
- b. To enable students to analyse Defence discipline and administrative practice in the context of international 'best practice' and developing international law and societal changes that impact on the ADF discipline and administrative system.
- c. To enable students to critically analyse the laws applicable to the ADF operations (both domestic legislation, international treaty law and customary international law) in order to identify and resolve complex issues affecting ADF operations, including inconsistencies between domestic and international law, criminal implications of ADF members' actions on operations, and analysis of customary international law.
- d. To enable students to critique and defend legal positions relevant to operations law.

**5.6 Assessment.** Primary assessment for the core subjects is conducted in the form of an extended essay of up to 10 000 words for each subject constituting between 60-100% of the final assessment, with other assessment tasks as determined and advised by ANU prior to course commencement. Assessment for elective subjects may vary and are determined solely by ANU.

**5.7 Qualification.** LTM3 is the academic pre-requisite for advancement to CL4 status. Satisfactory completion of three core and five elective subjects leads to the post-graduate award of a Masters in Military Law. Satisfactory completion of three core subjects and one elective subject leads to the post-graduate award of a Graduate Diploma in Advanced Military Law.

**5.8 ANU College of Law Approved Electives.** The list of ANU College of Law subjects approved by the LO CPDC as elective subjects for 2011 is set out in Table 1, Annex A. Information regarding these subjects may be obtained from the ANU College of Law at <http://law.anu.edu.au/Postgraduate/Courses.asp>. Scheduling details of elective subjects are available on the ANU website. Please check the timetable regularly for any updates.

**Non-ANU College of Law electives and Cross Institutional study.**

**5.9** In order to qualify for the award of a Masters in Military Law, ANU policy allows for completion of no more than two subjects outside of the ANU postgraduate law program.

5.10 The LO CPDC approved subjects offered in the Graduate Studies in Strategy and Defence (GSSD) program and the Leadership and Management subjects listed in Table 5 and 6, Annex A are outside the ANU postgraduate law program.

5.11 Students may also be given approval to complete relevant cross-institutional subjects at universities other than ANU. 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.

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

- a. Seek ANU approval and complete an 'Application to Study Elsewhere on a Cross-Institutional Basis' form, found on the ANU website at <http://www.anu.edu.au/sas/forms/>.
- b. Seek 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 benefit to Defence.
  - (4) Submit a subject nomination to the MLC, with regard to the published nomination cut off dates. See Section 7 for more information. (Students must not enrol in the subject until MLC has approved funding.)

5.13 Students are limited to a combined total of two subjects from cross-institutional studies, approved GSSD and approved Leadership and Management subjects. Under CPDC policy students may only undertake one Leadership and Management subject.

### **Recognition of Prior Learning**

5.14 In some cases the ANU will recognise prior learning. This can be awarded for:

- a. Courses completed at ANU under a different program
- b. Courses completed at a different university or tertiary institution
- c. Relevant non-award studies

5.15 Students must seek ANU approval by completing an 'Application for Status (Credit Transfer)' form, found on the ANU website at <http://www.anu.edu.au/sas/forms/>. For more information please contact ANU College of Law by phone on (02) 6125 4645 or by email [defence@law.anu.edu.au](mailto:defence@law.anu.edu.au).

## 6 ADDITIONAL INFORMATION FOR LTM2 AND 3 STUDENTS

6.1 **Course Facilities.** LTM2 and LTM3 subjects are conducted at the Canberra Campus of the ANU in the Sparke Helmore Theatre. A campus map can be found at <http://campusmap.anu.edu.au/>.

6.2 **Accommodation.** Students travelling from outside Canberra will be booked into campus accommodation either in Liversidge Court Apartments (share apartments) or University House (individual rooms). Detailed information on student accommodation will be sent by ANU to students ANU email address three weeks prior to course start dates.

6.3 **Car parking.** On-campus parking forms part of the accommodation package for inter-State students. There is no entitlement for Canberra based student to have their parking funded at Commonwealth expense. There may be excess parking passes available from inter-state students who do not require parking; individual arrangements can be made the first day of the course.

6.4 **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. The exception is the final day of LTM2 Advocacy, when students are required to be in uniform;

- a. **Navy:** Summer Ceremonial Uniform – S2.
- b. **Army:** Summer Ceremonial Dress – 2C.
- c. **Air Force:** Hot Weather Ceremonial – 4C.

6.5 **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 (this is a five minute process). 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.

6.6 **ANU User-Id.** Students should receive logon information when they receive their enrolment pack by mail from ANU. Students should ensure that 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.

6.7 **ANU Email and Contact Details.** The ANU email system is the primary means of contact for ANU and needs to be checked regularly. There is the option to have the emails automatically forwarded to a more convenient email address. The student is responsible for checking and updating details with ANU (using ISIS) prior to the closing date for nominations; this includes setting up forwarding emails to get important course, enrolment, and accommodation information.

6.8 **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. An ethernet cable or wireless capability will be required to access these services from the lecture and accommodation facilities. 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.

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

### **ANU Student Policies**

6.10 ANU College of Law policies, guidelines and forms are available from the ANU College of Law website at <http://law.anu.edu.au/Postgraduate/Policies.asp>.

6.11 Students should ensure they are familiar with the content of the following policies:

- a. Attendance Policy
- b. Extension Policy
- c. Default Penalties for Exceeding Word length on Assignments

6.12 Students should also be aware of the following guidelines:

- a. Supervision, Examination and Marking of Graduate Research Units
- b. Marking Guidelines
- c. Review of Results Procedure
- d. Working Rules
- e. Graduate School Coursework Guide
- f. Certification of Documents

6.13 The following forms can also be accessed from the above 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

### **Failure of Subjects**

6.14 The following policy applies to failures of 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 application through the University appeals system 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
  - (2) 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.
- c. Legal officers who are unable to complete LTM2/3 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.

**6.15 Integrity related breaches of training standards.** The ANU and the ADF treat all integrity-related breaches of training standards, such as plagiarism, 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.

### **Textbooks and bricks**

6.16 Defence Legal will purchase the prescribed textbooks for all LTM subjects, including electives, for issue to students from the MLC Legal Library. The MLC Library catalogue can be accessed through DRMS in the MLC Workgroup, otherwise contact [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au) to inquire about a particular textbook.

6.17 In the event that the prescribed textbook is not held in the MLC Legal Library, the MLC will arrange for reimbursement of the cost incurred by individual legal officers if:

- a. the student has sought the prescribed textbook from the MLC;
- b. the MLC has advised the student that the textbook is not held in the MLC library and authorised the student to purchase the required textbook; and
- c. the legal officer returns the unmarked textbook to the MLC Legal Library with relevant receipts when the subject is completed.

6.18 The MLC will only purchase prescribed texts. If students wish to purchase additional texts that are recommended but not prescribed, the cost of such texts is to be borne by the student.

6.19 Prescribed texts must be returned to the MLC in good condition 6 weeks after the course completion date. If a text book is not returned within this timeframe the student may be liable for the cost of the text book.

6.20 In some cases ANU sells course materials directly, described as a 'brick'. Bricks are not purchased by MLC.

## 7 ENROLMENT PROCEDURES

7.1 All applications for enrolment or changes to enrolment including associated paperwork must be submitted through the MLC.

7.2 To request enrolment in LTM1, 2 and 3 courses (including elective subjects for which funding by Defence Legal is sought), officers must complete a nomination form request on the MLC intranet page located at <http://intranet.defence.gov.au/dsg/sites/dld/>. Once an initial request is received, the relevant enrolment forms will be emailed to the officer within one week. Reserve officers should contact their posted unit to complete the request on the intranet on their behalf.

7.3 **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:
  1. Certified true copies of all tertiary academic results transcripts;
  2. Certified true copy of transcript for Admission to Practice Certificate (for those who do not have an LLB);
  3. Certified true copy of proof of name change (if applicable); and
  4. Certified true copy of citizenship certificates (if applicable),

Note: Any costs associated with obtaining replacement transcripts or other required certificates are to be met by the ADF Legal Officer.
- b. MLC Program Consent Form, and
- c. MLC Subject Consent Form.

7.4 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 CL.

7.5 Completion of ANU enrolment process requires students to log on to ISIS and enter certain demographic data. Until you complete this process your enrolment will not be effective and your inclusion in any LTM 2 or 3 course panel may be jeopardised.

7.6 All requests for enrolment in subjects at ANU will be treated as nominations. 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.

7.7 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.

7.8 **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](mailto:defence@law.anu.edu.au) and [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au). Please contact MLC for this form.

7.9 The enrolment and administration of ADF legal officers at ANU is managed by the Legal Workshop within the ANU College of Law. All queries regards enrolment or any other administrative matter at ANU is to be directed specifically to the Legal Workshop (not to general student administration). Contact details for the Legal Workshop are:

Email: [defence@law.anu.edu.au](mailto:defence@law.anu.edu.au)

Legal Workshop  
College of Law  
The Australian National University  
CANBERRA ACT 0200

Telephone: +61 2 6125 4645

Facsimile: +61 2 6125 3518

## 8 STUDENT TRAVEL BOOKING INSTRUCTIONS

8.1 The MLC will administer the travel arrangements for students attending LTM1. A travel request form and instructions will be provided with the course joining instruction. All students will require a Defence Travel Card; travel will not be booked or funded by the MLC without one.

8.2 Students attending LTM2 and LTM3 subjects will be required to administer their own travel arrangements in accordance with the below details. All students will require a Defence Travel Card; travel will not be approved or funded by the MLC without one.

### Booking your travel (LTM2/3)

8.3 All students travelling by air must book their own semi-flexible flights directly with QBT using their DTC. Flights can be booked by either one of three methods:

- a. Online, using the QBT booking tool which can be accessed on the DRN at <https://qbttauonline.qantas.com.au/login/defence/>.
- b. Over the phone with QBT by calling 13 11 57.
- c. Using the 'Booking Request' form on the second tab of the DTBC. This should be completed with your flight requests and sent by fax or email to QBT.

8.4 **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.

8.5 **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.

8.6 **Travel Budget Calculators.** MLC will send a template DTBC to all students by email along with the course Joining Instructions. Students should add the relevant information to this DTBC, deleting irrelevant information, and return to MLC by the date specified. The MLC will allocate a File Reference number and finance codes, and return the authorised DTBC. Students are to acknowledge that they understand their travel budget by signing the 'Members Signature' section on front page and return to the MLC by email to [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au).

### Post-travel administration

8.7 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.

8.8 **Reserve members.** The CMS Supervisor for all Reserve Legal Officers is the Defence Legal Travel Officer. A copy of the completed After Travel Certification and receipts for all card transactions, including cash withdrawal receipts, must be forwarded to the Defence Legal Travel Officer within one week after the course completion date by fax on (02) 6266 4795 or e-mail on [dsgdl.travel@defence.gov.au](mailto:dsgdl.travel@defence.gov.au), and to the MLC by email at [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au).

**8.9 Permanent Force members.** Permanent legal officers are generally 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: MLCXXX11/12spaceNAMEspaceDATEspaceCOURSE.

8.10 Copies of the Expense Summary Report, After Travel Certification and all receipts, including cash withdrawal receipts, are to be forwarded to the members' CMS supervisor for action and to the MLC by email at [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au) or fax on (02) 9349 0757. For detailed information on the use of Defence Travel Cards and the Card Management System go to the DPC, DTC & CMS Manual at <http://intranet.defence.gov.au/dsg/sites/ccsc/>.

**8.11 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.

**8.12 Enquiries.** More information on travel, including DTC applications, is available from the Defence Travel Management site at <http://intranet.defence.gov.au/dsg/sites/Travel/default.asp> or by contacting the DL Travel Officer by telephone on (02) 6266 2349 or e-mail on [TDLS.travel@defence.gov.au](mailto:TDLS.travel@defence.gov.au).

## 9 FURTHER INFORMATION FOR RESERVE LEGAL OFFICERS

### Training approval

9.1 The MLC will administer and authorise the salaries and allowances for all students panelled on Legal Training Modules.

- a. **NAVY Students** The MLC will raise an R1 for each course and forward to Defence Legal for processing. Scanned copies of R1 forms are held on MLC student files. It is the student's responsibility to ensure that they have enough training days authorised to complete the LTM. If there are not enough days, they are to contact the Navy Training day Manager to arrange additional days. WO Mary-Ann Wall ph: 02 6266 4536, email: [maryanne.wall@defence.gov.au](mailto:maryanne.wall@defence.gov.au).
- b. **ARMY Students** Due to funding restrictions for Army Reserves, each student will need to contact their unit to fund their training days. If your unit is unable to fund the training days then you will only be able to attend if you get unit authorisation and direction to undertake the training on a voluntary unpaid attendance (VUA) basis. Students undertaking training on VUA will need to discuss with the MLC their entitlement for allowances.
- c. **RAAF Students** The blanket R1 authorising training days includes authorisation for attendance at LTM courses. The MLC will liaise with RAAF Reserve to determine if extra R1's are needed, raise R1's if necessary and forward to Defence Legal for processing. Scanned copies of R1 forms are held on MLC student files.

9.2 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 up to 3 days outside of the course intensive for study and assessment tasks<sup>8</sup>. This 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

9.3 Reserve officers are responsible for completion and submission of attendance diaries. Each attendance diary must clearly indicate the subject course and should be submitted after the days have been worked. All students should use the Reserve Attendance Diary (AE126) form with the following codes:

- a. NAVY students should use Pay station code: 3005203. The correct activity code can be obtained from WO Mary-Ann Wall in the Directorate of Legal Reserve Management on (02) 02 6266 4536 or by e-mail to [maryanne.wall@defence.gov.au](mailto:maryanne.wall@defence.gov.au).
- b. ARMY students should use Pay station code: 5003205, Activity code: 5000SF.
- c. RAAF students should use the following codes: Attended Pay station code: 8888811, Sponsor Pay station code: 8888800, Activity code: 8119SL

9.4 Students are not entitled to an attendance allowance if they are paid travel allowance and incidentals for their attendance. In effect, only students who are posted in the vicinity and do not require accommodation will be entitled to attendance allowance.

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<sup>8</sup> TDLS CPDC Meeting of 11 Dec 03 Committee Decision 194/03

9.5 Each student must complete their own diary and forward it to the MLC by e-mail to [mlc.admin@defence.gov.au](mailto:mlc.admin@defence.gov.au). Diaries may only contain details of course-related training: MLC cannot authorise payment for any other duties. Students can submit more than one diary for payment if desired (eg. a claim for travel and course attendance initially, followed by a separate claim for post course assessment). Diaries should be submitted on the due date of the final assessment task or shortly thereafter.

9.6 MLC will certify attendances and forward documentation to Defence Legal for processing. For any pay queries students should contact Defence Legal Finance by email at [dsgdl.finance@defence.gov.au](mailto:dsgdl.finance@defence.gov.au).

## ANNEX A

**Table 2: LTM3 LO CPDC Approved Law Elective Subjects**

LAWS8218*	Advanced Contracts
LAWS8183	Advanced Principles of International Law
LAWS8132*	Advocacy (only for those who did not complete Grad Dip Advocacy)
LAWS8139	Australian Constitutional Law
LAWS8240	Australian Human Rights and Discrimination Law
LAWS8156	Commonwealth Compensation Law
LAWS8271	Contemporary Issues in Administrative Law
LAWS8128	Contemporary Issues in Constitutional Law
LAWS8565	Democracy and International Law
LAWS8116	Dispute Management
LAWS8278	Environmental Dispute Management
LAWS8150	Evidence under the Uniform Act, Principles of
LAWS8241	Executive Power
LAWS8143	Federal Litigation
LAWS8243	Freedom of Information and Privacy
LAWS8310	Federal Criminal Law
LAWS8242	Gender and International Law
LAWS8220	Government Contracts
LAWS8301*	Graduate Research Unit (with LO CPDC topic approval)
LAWS8304	Graduate Research Unit (Int Law)
LAWS8246	High Court of Australia
LAWS8155	Human Rights Litigation
LAWS8152	Indigenous Peoples and Environmental Law
LAWS8273	Information Technology and the Law
LAWS8107	International Air and Space Law
LAWS8566	International Criminal Law
LAWS8567	International Dispute Resolution
LAWS8234	International Human Rights Law
LAWS8268	International Humanitarian Law
LAWS8297	International Law & Australian Government
LAWS8178	International Law & Use of Armed Force
LAWS8264	International Law of the Environment
LAWS6258	International Organisations (Geneva)
LAWS8252	International Refugee Law
LAWS8179	International Security Law
LAWS8174	Investigations, Inquiries & Inquisitorial Processes
LAWS8141	Judicial Review of Government Action
LAWS8006	Law and Development in the Contemporary South Pacific

LAWS8184	Law of International Institutions
LAWS8253	Law of the Sea
LAWS8104	Legislation and Legislative Drafting
LAWS8129	Marine and Coastal Law
LAWS8172	Media and Communications Law
LAWS8274	Native Title
LAWS8173	Pollution Law
LAWS8311	Occupational Health & Safety Law
LAWS8256	Principles of International Law
LAWS8522*	Public Sector Employment Law
LAWS8296	Special Topics in International Law 3: Peacekeeping and Peacebuilding
LAWS8149	Themes in Administrative Law
LAWS8236*	Tribunals and Government

**Table 3: LTM3 LO CPDC Approved GSSD Subjects**

STST8004	Australian Strategic and Defence Policy
STST8013	China's Defence and Strategic Challenges
STST8051**	Great and Powerful Friends: Strategic alliances and Australian security
STST8027	Insurgency & Counterinsurgency in an Age of Terror
STST8021	Intelligence and Security
STST8002**	Key Security in the Asia-Pacific
STST8026	Nuclear Strategy in the Asian Century
STST8010**	Strategic Concepts
STST8001**	Strategic Studies
STST8015	The US and East Asian Security
STST8016	Transnational Security in the Asia Pacific
STST8022	Terrorism: Violence and Identity

**Table 4: LTM3 LO CPDC Approved Leadership and Management Subjects**

MGMT6059	Leadership Skills
MGMT6059	Management and Organisations
POGO8111	Public Sector Leadership

\* Students must apply for Defence Legal approval

\*\* Canberra based students only