

ADF LEGAL SERVICE

LTM 1 CONSOLIDATION TASKS POLICY

Introduction

1. LTM 1 is designed to prepare a legal officer to move from LL1 to LL2¹. At LL2, a legal officer is expected to be able to correctly apply the law and policy to routine matters and to provide independent legal assistance to ADF members in areas appropriate to their skills and experience.
2. To achieve the LTM 1 qualification, the student must satisfactorily complete the course and, following attendance on the course, a number of consolidation tasks.

Course

3. The LTM 1 course is a two-week residential course delivered by the Military Law Centre. The course provides a broad introduction to discipline law, administrative law and operations law, as well as the military context of topics of a more general legal

¹ The full explanations of LL1 and LL2 are:

LL1 – Trainee in Military Law

A LL1 legal officer will work under the close supervision of a LL3 or above legal officer and is expected to develop their expertise in providing written and oral advice in operations law, military administrative law, military discipline law and legal assistance, with an increasing degree of autonomy.

A LL1 legal officer will contribute to the output of their office at a level appropriate to their skills and experience. Their contribution will primarily be in general legal research and drafting. They are not authorised to provide legal advice on behalf of the Commonwealth.

A LL1 legal officer will be admitted to the Supreme Court of an Australian State or Territory and will hold a restricted practising certificate in an Australian State or Territory (exception: judicial and quasi-judicial (tribunal) members).

LL2 - Supervised

A LL2 legal officer will work under the direct technical legal supervision of a LL3 or above legal officer (in the same office or remotely) and is expected to develop their expertise in providing written and oral advice in operations law, military administrative law, military discipline law and advocacy, with an increasing degree of autonomy

A LL2 legal officer will contribute to the output of their office at a level appropriate to their skills and experience. Their contribution will primarily be in correctly applying the law and policy to routine matters. A LL2 legal officer will provide independent legal assistance to ADF members in areas appropriate to their skills and experience.

nature, such as legal assistance, finance, indemnities, insurance, litigation, claims, freedom of information, privacy, professional ethics, and workplace health & safety.

4. The instructional method for the LTM 1 course includes: lessons (theory and practical), discussion, independent study, role-play and case study. The course program includes:

- 3 days on discipline law
- 2.5 days on administrative law
- 1 days on operations law
- 2 days on general law topics and legal assistance
- briefings on practice and management issues relevant to working as a legal officer in the ADF
- 10 syndicate-based written exercises
- 4 verbal briefing formative assessment exercises
- 3 summative assessment exercises
- a single-Service component at the end of the course.

Consolidation Tasks

5. The Consolidation Tasks complement the training conducted on the LTM 1 course and reinforce the correct application of legal knowledge in the workplace. The required tasks are to be completed *after* the LTM1 course (so the legal officer has the requisite knowledge to undertake the tasks in a critical manner) and will be focused on observing and reporting on workplace activities likely to be undertaken by a LL2 legal officer. The purpose of each task is for the student to demonstrate that he or she comprehends the relevant issues and can explain how relevant legal knowledge is applied in the workplace.

6. Each task requires the student to review a *real*² document (D)³ or observe a real activity (A)⁴ and then write a 200–300 word report for the student's supervising legal officer⁵ explaining the critical points the student observed⁶. The purpose of the report is to show both comprehension and application of legal issues in the workplace.

² In other words, not a generic, example or template document but rather a document that has come into existence as part of an actual matter.

³ For the document to be suitable as a legal document for review the document must have been signed by a LL2 (or above) legal officer. This need not be the legal officer's supervising legal officer. Ideally the student will also have observed the steps leading up to the preparation of the document, but that is not an essential component of the tasks. Examples of a suitable legal document include a legal report on a summary trial or on an inquiry officer's report.

⁴ This includes briefings on an Exercise.

⁵ To be a supervising legal officer the officer must hold the same or a higher rank than the student and have LL.3 or above status.

⁶ Report is to be in accordance with Service writing standards, as that is a critical aspect of being an effective legal officer at LL2. Sourcing and preparing all written and documentary components are to be undertaken by the legal officer himself or herself (with the exception of minor assistance by paralegal/administrative staff); and wherever feasible submitted via the DRN (at a DRN workstation or via DREAMS) or the DSN. Part of progressing to LL2 involves becoming familiar and comfortable with Defence's computer networks, particularly if the student has little familiarity with IT systems generally.

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7. The 'observe' component of the task is, in effect, just the enabler for demonstrating the benefit gained from the task — namely, the report to the supervising legal officer explaining the critical points observed. The purpose of the report is to show both comprehension and application of legal issues in the workplace.

8. There are 17 tasks, spread across the various areas of likely legal practice for a LL2 legal officer. The tasks have been designed with the following points in mind:

- The tasks reflect 90+% of the work that an LL2 legal officer may reasonably be expected to undertake.
- The resource implications of completing the tasks should be minimised,⁷ although not to the point of detriment to the professional development of ADF legal officers.
- The ADF has a significant interest in legal officers achieving LL2 as soon as possible.

9. Submission of Reports.

- After completing the 200-300 word report on a task the student is to sign and date the summary sheet and submit the report for each task (and the summary sheet) to the student's supervising legal officer or, where there is no such supervisor, to a LL3 (or above) legal officer⁸ for review.
- Once the review of all reports is completed and the signed summary sheet and reports returned to the student, the student is then required to submit a scanned copy of the signed summary sheet and a scanned copy of reports for each task to the MLC (email: mlc.admin@defence.gov.au).

10. Review. The legal officer conducting the review is to ensure that the report demonstrates that the student comprehends the relevant issues and can explain how relevant legal knowledge is applied in the workplace. If the report does not do this the report should be returned to the student with guidance on how to achieve the required standard. Once the legal officer conducting the review is satisfied that the student has satisfactorily completed a task that legal officer is to complete the summary sheet and return the signed summary sheet and the report to the student.

Advancement to LL2

11. Advancement to LL2 will not occur unless the member makes an application to the LO CPDC.

12. Once the LTM 1 Consolidation Tasks have been completed, the summary sheet signed and a copy of all reports sent to the MLC, the student/LL1 legal officer may make application to the LO CPDC for advancement to LL2 using the form available via the LO CPDC Forms link to the web site www.defence.gov.au/legal/cm.html.

⁷ Therefore, tasks should be able to be completed either in all locations or in conjunction with other travel (eg. on exercise or immediately before or after another course or conference), each task is not overly onerous or time consuming, and few if any resources are required to be complete the tasks.

⁸ The supervising or other LL3 (or above) legal officer is to hold the same or higher rank to the student.