

## DCLS VOLUNTEER ADVICE SESSIONS VOLUNTEER APPLICATION FORM

Join the Volunteer effort to provide Free Legal Advice Sessions after hours

### Free Legal Advice - After-hours

DCLS provides free legal information, referral and legal advice sessions after-hours staffed by volunteers:

#### Weekly (in-person, by phone or Zoom)

Tuesday 5.30 - 7 pm (appointment needed)	Thursday 5.30 - 7 pm (drop-in, no appointment needed)
DCLS Office Level 2 Winlow House, 75 Woods Street Darwin	

#### Plus monthly (in-person)

Monday 6 - 7 pm (drop-in, no appointment needed) <b>Palmerston Library</b>	Saturday 10 - 11.45 am (drop-in, no appointment needed) <b>Casuarina Library</b>
See DCLS website for upcoming dates, check DCLS social media or call DCLS	

All Welcome

### About DCLS

Darwin Community Legal Service is on Larrakia land. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region and we acknowledge Traditional Owners of lands, waterways, and seas throughout Australia. We pay our respects to Elders past, present and emerging.

DCLS is a free confidential, multi-disciplinary, Community Legal Service which provides legal help, support and advocacy to help people advance their rights. Some of our services are focused on Darwin, or the Top End and some are Territory-wide.

With over 60 volunteers contributing via our evening and Saturday free legal advice services, over 25 staff and 30 years of operation, DCLS has a long history of striving for positive change. Our legal help and support teams, consisting of the General Legal Service (GLS), Tenants' Advice Service (TAS) and Seniors and Disability Rights Service (SDRS), work together to enable integrated client support.

DCLS was established by volunteers and the involvement of volunteers is a continuing and integral part of DCLS. DCLS is a collaborative effort which aims to empower diverse communities to access services and exercise their rights. Volunteers are part of a collective effort by DCLS aimed at expanding rights, fairness, and wellbeing in the NT.

## **About the Volunteer Advice Sessions**

Join our wonderful and committed volunteers who provide the Volunteer Advice Sessions (VAS).

VAS currently runs twice a week after hours from the DCLS office in Darwin, and on Saturdays once a month at Casuarina Library and on Monday once a month at Palmerston Library. Additional locations and special events may be added.

The VAS provides legal information, referral and initial legal advice to anyone (not means tested) but with priority to people who are vulnerable.

Except in cases of conflict of interest (for DCLS or a volunteer in the session), VAS gives information and referrals to anyone on any matter.

VAS gives **legal advice** where there is sufficient expertise at the time. This means we give what we have at the time. VAS does not give legal advice to:

- Landlords in landlord/tenant issues (to avoid creating a conflict of interest for the DCLS Tenants' Advice Service), and
- Entities or individuals in relation to commercial /business matters, criminal matters and matters which are beyond expertise available during the session.

Depending on time, expertise and logistics during the session, assistance may include reviewing documents, preparing letters, completing forms etc.

Clients can be referred by the VAS for follow-up by the DCLS General Law Section, Tenants' Advice Service and/or Seniors and Disability Rights Service.

### ***Who's who***

Each session involves a session coordinator, law students assisting, advising lawyers and a supervising lawyer.

The roles work together to provide free information, referral, and legal advice.

The VAS Coordinator organises the Volunteer Advice Sessions, is the contact point for new and current volunteers and organises induction and other training.

The Supervising Lawyer provides supervision and checks all advice and work during the session and ensures records are complete and signed off.

These are also checked after the session by the DCLS Principal Solicitor who is responsible for the VAS and under the Community Legal Centres Risk Management Guide.

*More about VAS volunteer roles*

**Supervising Lawyer**

The Supervising Lawyer must have 2 years post admission experience and be eligible for an unrestricted practising certificate as they are responsible for all advice given during the advice session.

**Advising Lawyer**

The Advising Lawyer must hold a current practising certificate. The Advising Lawyer unless suitably qualified must advise clients under the supervision of the Supervising lawyer.

**Assistant**

The Assistant helps the Advising Lawyer and take advice notes.

**Session Coordinator**

The Session Coordinator ensures that the advice session runs smoothly, greets clients, assist each client complete the advice form and completes conflict checks.

**How to apply**

Please complete the Application and email it to: [volco@dcls.org.au](mailto:volco@dcls.org.au)

## APPLICATION TO VOLUNTEER WITH DCLS IN THE VOLUNTEER ADVICE SESSIONS

I, \_\_\_\_\_  
(Print full name)

am applying to be a Volunteer with DarwinCommunity Legal Service (DCLS).

Personal details			
Have you been known by any other name(s)? Please provide details:			
Date of birth			
Address			
Postal address <small>(if different from above)</small>			
Phone	<small>H</small>	<small>M</small>	<small>W</small>
Email			
Current university <small>(if you are a student)</small>			
Are you of Indigenous descent?	No <input type="radio"/>	Aboriginal <input type="radio"/>	Torres Strait Islander <input type="radio"/>
Any further details you would like to give:			
<b>Preferred Role</b> <small>Please circle one or more</small>	<b>Preferred Session</b> <small>Please circle one or more</small>		
Supervising Lawyer	Monday - Palmerston Library 6.00pm-8.00pm		
Advising Lawyer	Tuesday - Darwin City 5.30pm-7.30pm		
Assistant	Thursday - Darwin City 5.30pm-7.30pm		
Session Coordinator	Saturday - Casuarina Library 1000am -11.45am		
<b>Preferred frequency</b> <small>Please circle</small>	Weekly	Fortnightly	Monthly

**Qualifications**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="radio"/> Unrestricted Certificate | <input type="radio"/> Restricted Certificate | <input type="radio"/> Barrister      |
| <input type="radio"/> GDLP or similar          | <input type="radio"/> Social Worker          | <input type="radio"/> Welfare Worker |
| <input type="radio"/> Law Student              | <input type="radio"/> Other: _____           |                                      |

**Anything you would like to add?** (200-word max)

**Lawyers only**

- Do you hold a current Practising Certificate?       Yes       No
- Are you eligible for an unrestricted practising certificate?       Yes       No
- First date of Admission: \_\_\_\_\_
- First date admitted in the NT if applicable: \_\_\_\_\_
- Areas of legal experience: \_\_\_\_\_

Please attach	Attached	
	Yes	No
Your CV	<input type="radio"/>	<input type="radio"/>
Names and contacts of 2 personal or professional referees	<input type="radio"/>	<input type="radio"/>
Copy of your current NT working with children's card (Ochre Card)	<input type="radio"/>	<input type="radio"/>
Copy of your current police check (within the last 6 months)	<input type="radio"/>	<input type="radio"/>
If you do not have a current working with children's card and/or police check, are you be willing to obtain one	<input type="radio"/>	<input type="radio"/>
<b>Students only</b> Your academic transcripts	<input type="radio"/>	<input type="radio"/>
<b>Lawyers only</b> Your current practising certificate	<input type="radio"/>	<input type="radio"/>

## Conflict of interest

**Is there any risk of a conflict of interest in you volunteering at the Volunteer Advice Sessions?**

(Please consider your employment and your volunteer and other activities, and outline anything you would like to discuss with the Principal Solicitor)

## Suitability matters

I outline below any matters relevant to my suitability to volunteer with DCLS

**(a) Criminal history and orders:** Outline any matters relating to criminal convictions, pending criminal charges, civil orders or applications, which may be relevant to DCLS considering your suitability to volunteer with DCLS (e.g. honesty, integrity, personal conduct, public confidence)?

**(b) Ethics history:** Outline findings regarding your ethical or professional conduct by a complaints body of any kind and outline any pending matters:

**(c) Any other matter:** Please outline any other matter DCLS should be aware of regarding your suitability to volunteer with DCLS.

## **Agreement**

I understand and agree to:

1. Notify DCLS as soon as possible of if availability for the roster changes.
2. Avoid giving late notice of being unavailable after I have been rostered.
3. Accept supervision and direction in relation to Volunteer Advice Sessions from DCLS staff and designated supervisors.
4. Be professional, reliable, and diligent while volunteering with DCLS.
5. Be respectful, courteous, non-discriminatory and culturally sensitive towards DCLS clients and workers.
6. Notify my supervisor in the day if there is a conflict of interest affecting my ability to assist a particular client.
7. Notify DCLS immediately if an actual or perceived conflict of interest or a suitability matter arises, which may impact on whether you should continue on the Volunteer Advice Roster including whether this should be subject to conditions.

## **Confidentiality**

1. I understand that volunteering with DCLS will or may bring me into contact with confidential information relating to DCLS clients and other kinds of confidential or sensitive information relating to DCLS operations.
2. I agree to keep confidential DCLS client and other DCLS information. This includes but is not limited to the information which is:
  - a. confidential or private as a result of ethical, contractual or statutory requirements relating to the practice and operation of DCLS;
  - b. internal, confidential or sensitive relating to DCLS management and/or operations.
3. I understand this obligation of confidentiality applies from the time I accept my offer to volunteer with DCLS and it is a continuing obligation, i.e. it continues after I finish volunteering with DCLS.
4. I agree to accept this obligation of confidentiality and to immediately notify the Principal Solicitor if I think a breach may have occurred.
5. I agree to indemnify DCLS and keep DCLS indemnified against any liability relating to any breach of confidentiality by me.

## Declaration

I declare that the statements contained in this Application are true and that I have made full and frank disclosure of any factors affecting my suitability to volunteer with DCLS.

Your signature:	
Date:	

<i>Official Use only - Principal Solicitor</i>			
<b>1. Offer?</b>			
Volunteer	Yes	No	N/A
<b>2. Other notes or comments:</b>			
<b>Signature:</b>			
<b>Date:</b>			