



Criminal Law Duty Lawyer Service Expression of Interest – Sandgate Magistrates Court

About Legal Aid Queensland

Legal Aid Queensland is an independent statutory authority that provides legal services to financially disadvantaged Queenslanders.

The Legal Aid Queensland Board (the board) is responsible for managing Legal Aid Queensland and ensuring the organisation achieves its objectives.

Duty lawyer services

One of Legal Aid Queensland's priorities is to arrange for duty lawyer services to be provided at courts and tribunals sittings around the state, as approved by the board.

Provision of criminal law duty lawyer services

Expressions of interest are being sought from eligible preferred suppliers on the Legal Aid Crime General panel to participate in a roster to provide court-based criminal law duty lawyer services to adults in the Magistrates Court at Sandgate.

The services will be provided at the Sandgate Magistrates Court:

- every Monday and Thursday; and
- every Monday and Thursday that may be a public holiday, if it is a court sitting day.

Firms can also apply to be appointed as a backup service provider. Backup service providers are rostered to attend on an ad-hoc basis when the regular rostered firms are unavailable or conflicted. While there is no guarantee of regular work under this arrangement, there is also no penalty if the firm is unable to assist on a requested day.

NB: Firms may nominate the day/s they wish to provide the service.

Data provided to Legal Aid Queensland from 1 July 2023 to 31 June 2024 indicates the work volume likely to be encountered in the next 12-month roster period.

Number of defendants in the period 1 July 2023 to 30 June 2024	718
Defendants per session (average)	8
Time per defendant (minutes)	32

The services provided will be in accordance with the following guidelines:

<https://www.legalaid.qld.gov.au/For-lawyers/Criminal-law-duty-lawyer-resources/Duty-lawyer-services-guidelines>



Practitioners from the firms contributing to the roster will:

- (i) conduct themselves according to the professional rules or guides to conduct established by the Queensland Law Society Inc. and the Australian Solicitors Conduct Rules 2012;
- (ii) adopt and adhere to Legal Aid Queensland's Case Management Standards and procedural guidelines for providing criminal law duty lawyer services as found at: <https://www.legalaid.qld.gov.au/For-lawyers/Criminal-law-duty-lawyer-resources/Duty-lawyer-services-guidelines>.
- (iii) accept unplanned visits by Legal Aid Queensland to the courts and the making of independent enquiries with the presiding magistrate about the standard of the duty lawyer services being provided throughout the duration of the roster period.

Payment for services will be at a rate of \$150.00 per hour excluding GST. There is no allowance for parking. Travel allowance is considered on a case-by-case basis and requires prior approval from the Coordinator, Duty Lawyer Services. Payment for providing the duty lawyer service will be made after the firm has lodged criminal law duty lawyer session reports in Legal Aid Queensland's Grants Online portal.

The services will operate for an initial period from **1 August 2025 to 30 June 2026** with the possibility of extension.

Eligibility criteria:

- Preferred suppliers must be included on Legal Aid Queensland's crime general panel for Brisbane/Caboolture, and
- Must have nominated legal practitioners who are Legal Aid Queensland criminal law duty lawyer accredited, or eligible for accreditation, by the time of lodging your application on 18 July 2025.

Duty lawyer accreditation:

Duty lawyer accreditation information can be found at: <https://www.legalaid.qld.gov.au/For-lawyers/Criminal-law-duty-lawyer-resources/Criminal-law-duty-lawyer-accreditation>

If a firm wants to submit an expression of interest but does not have a practitioner who currently holds criminal law duty lawyer accreditation, the practitioner is encouraged to submit an application for accreditation at the same time as the EOI.

Expressions of interest should contain:

- details of availability
- completed application coversheet
- details of legal practitioners who would be providing the service and their experience and competence in criminal law
- confirmation whether the legal practitioners nominated are criminal law duty lawyer accredited by Legal Aid Queensland, or eligible for accreditation
- application/s for criminal law duty lawyer accreditation, if not already accredited.

Please submit your expression of interest to Coordinator, Duty Lawyer Services, Business Partnerships, at criminallaw.dutylawyer@legalaid.qld.gov.au If you have any questions please contact the Coordinator on 07 3917 0404.



When assessing applications, Legal Aid Queensland may consider information regarding prior performance of an applicant, or where the applicant relies on the experience or expertise of an employee, the employee.

Legal Aid Queensland may also consider the need for coverage in this geographic location in its decision making.

If a large number of applications are received, expressions of interest will be assessed based on the level of experience, competence, and geographic location of the applicants.

Legal Aid Queensland reserves the right, at any time and without notification, to reject any application, irrespective of whether it meets the eligibility criteria.

The conduct of the expression of interest application process does not give rise to any legal or equitable relationship between Legal Aid Queensland and an applicant, or any other person. An applicant will not be entitled to claim compensation or loss from Legal Aid Queensland for any matter arising out of the application process.

Expressions of interest are due/need to be submitted by 5:00pm on Friday 18 July 2025