



Changes to Panel Firm Reporting

Guidance Note 8.0

July 2018

Changes to Panel Firm Reporting

A review in relation to the current reporting requirements of the NSW Government Legal Services Panel has been undertaken following feedback from panel law firms. This review aimed to simplify the reporting requirements without reducing the usefulness of the information currently being provided.

As a result of this change, the number of reports that panel firms are required to complete has reduced from 11 to 8. Furthermore, the complexity of the monthly report has been significantly reduced.

Also included as part of this change, is a revised counsel briefed report that collects additional information to support the NSW Government Equitable Briefing policy.

Please see the below table for a summary of the changes:

Report Name	Frequency	Change
Law Firm Matter Invoices	Monthly	Simplified template. Resource breakdown is no longer required for monthly report.
NSW Police Matter Invoices	Monthly	No longer required.
Law Firm Estimate Compliance	Monthly	No longer required. Compliance to estimates will be measured by the Law Firm Matter Invoices report.
Value Adds Phone Advice	Monthly	No longer required. This information is now required to be captured quarterly in the primary Value Adds report.
Agency Billing Summary	Quarterly	Minor formatting changes to assist in consolidation process. In particular, see column G (reference note).
Value Adds	Quarterly	Template updated to include adhoc phone advice details.
Counsel Briefed	Quarterly	Template updated to capture additional information to support the NSW Government Equitable Briefing policy. Report to include information for all Government Agencies and provided to TfNSW, as Panel Contract Manager.



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Report Name	Frequency	Change
Legal Advice Database Report (Transport Portfolio Agencies only)	Quarterly	Template updated to include Sydney Metro as a separate operating Agency.
Assurance of Compliance	Annually	No change to template
Continuous Improvement Initiatives	Annually	Simplified template. Template updated to remove the section on value adds as this information is captured in the quarterly report.
Pro Bono Services	Annually	No change to template.

The updated templates are attached to this email communication and will be available on ProcurePoint from 1 August 2018. Please ensure these new templates are used for future reporting submissions (commencing 7 August 2018).

This Guidance note applies to:

- Monthly, quarterly and annual reporting for all panel law firms

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July 2018