# Consolidation of criminal charges worksheet

**Notes on Guidelines 4.1.11**

Practitioners should only recommend assistance at the consolidated rate where:

* 1. There are two or more sets of charges that fall within the guidelines for assistance.

OR

* 1. A grant of aid is current pursuant to Table A and the client receives a further charge or charges that fall within the guidelines for assistance.

**Full details of the charges, or**  **REFER TO CHARGE SHEETS/SUPERCASE**

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**Further matters to be listed (provide charges & informant details):**

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**AND**

* **Each set of charges would, if they were the only set of charges, qualify for a grant of assistance under the relevant guideline**

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# Traffic prosecutions worksheet

**Guideline 2 in Part 3 of the VLA Handbook. Notes on Guidelines 4.1.4**

**This guideline applies *regardless* of the applicant’s plea of Guilty or Not Guilty**

Before recommending assistance be granted for a traffic prosecution matter the practitioner must:

* Confirm that the applicant is an eligible person registered under the Disability Act 2006 or receiving services from an approved mental health service under the Mental Health Act 1986 **and**
* Form the view that conviction is likely to result in:
  1. imprisonment; or
  2. a suspended term of imprisonment.

The State special circumstances guideline does not apply to traffic matters.

**Proof of psychiatric, intellectual disability or an acquired brain injury on file**

* **Full details of the charges, or**  **REFER TO CHARGE SHEETS**

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* **Full details of relevant prior convictions, or**  **REFER TO FILE COPY OF PRIORS**

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* **Assessment of Likely Penalty**

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# Bail applications worksheet

**Guideline 6 of Part 3 of the VLA Handbook.**

Before recommending that assistance be granted for a bail application in the Children’s Magistrates’, County or Supreme Court, practitioners MUST form the view that there is a reasonable basis for the bail application, noting that VLA considers there is always a reasonable basis for a bail application where the accused is a child and/or an Aboriginal or Torres Strait Islander person.

* **Full details of the charges, or**  **REFER TO CHARGE SHEETS**

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* **The grounds and strengths relied upon in support of the application and practitioner’s assessment of the personal circumstances of the applicant: For example:**

No fail to appear priors  Supported accommodation

Rehab/drug/alcohol/detox  Support workers/references

Stable accommodation  Other references

Likely to spend longer on remand than they would receive as a sentence for imprisonment of the underlying offending

Applicant is a child (outline relevant s3B factors below)

Applicant is an Aboriginal and/or Torres Strait Islander person (outline relevant s3A factors below)

**Comments (with reference to sections 3AAA, 3A and 3B):**

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