

LAW320

# Administrative Law

School: School of Law and Society

2025 | Semester 2

UniSC Sunshine Coast  
UniSC Moreton Bay

BLENDED  
LEARNING

Most of your course is on campus but you may be able to do some components of this course online.

Online

ONLINE

You can do this course without coming onto campus, unless your program has specified a mandatory onsite requirement.

Please go to [usc.edu.au](http://usc.edu.au) for up to date information on the teaching sessions and campuses where this course is usually offered.

## 1. What is this course about?

### 1.1. Description

This course examines the legal means by which people may hold the executive arm of government accountable for actions which affect them by challenging the legality of actions, the merits of decisions, the fairness of processes, or by seeking access to information held by government. You will study the procedures and grounds for judicial review of governmental action, tribunal-based merits review of governmental decisions, and the operation of freedom of information legislation. Administrative Law encompasses and impacts upon many different areas of law, and therefore an understanding of this area of law is critical for all areas of legal practice.

### 1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
<b>Learning materials</b> – Online Learning Materials	1.5hrs	Week 1	12 times
<b>Tutorial/Workshop 1</b> – On-Campus Tutorial	2hrs	Week 2	10 times
ONLINE			
<b>Learning materials</b> – Online Learning Materials	1.5hrs	Week 1	12 times
<b>Tutorial/Workshop 1</b> – Online Tutorial	2hrs	Week 2	10 times

### 1.3. Course Topics

The course covers:

- Access to Information – *What kind of government-held information can a client request and obtain about themselves or others?* (Access to Information legislation, Reasons)
- Availability of Review – *What avenues are available for administrative decisions to be reviewed for issues of law, fact, and discretion?* (Merits Review, Judicial Review Schemes, Standing, Privative Clauses, Crown Immunity)
- Grounds of Review – *On what grounds can an administrative decision be reviewed, and what are the appropriate remedies?* (Ultra Vires, Procedural Fairness, Unreasonableness, Jurisdictional Errors, Remedies)

## 2. What level is this course?

300 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

## 3. What is the unit value of this course?

12 units

## 4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...
1 Analyse facts to identify legal issues within complex administrative law scenarios.	Knowledgeable Empowered
2 Explain the relevant laws, processes and concepts of administrative laws to resolve a legal issue.	Knowledgeable
3 Utilise critical thinking, analysis, and legal reasoning to apply knowledge effectively, generating appropriate and practical responses to complex problems and ethical issues.	Creative and critical thinker Empowered Ethical
4 Demonstrate effective, persuasive, and contextually appropriate written and oral communication.	Empowered
5 Develop and demonstrate effective presentation skills, including proper referencing and citation techniques, to communicate legal information accurately and professionally.	Empowered
6 Research, critically evaluate, and integrate authoritative sources in support of well-substantiated legal arguments.	Creative and critical thinker

## 5. Am I eligible to enrol in this course?

Refer to the [UniSC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

### 5.1. Pre-requisites

(LAW100 and LAW105) OR (LAW301 and enrolled in any Law Program) or (LAW207)

### 5.2. Co-requisites

Not applicable

### 5.3. Anti-requisites

LAW401

### 5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

## 6. How am I going to be assessed?

### 6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

### 6.2. Details of early feedback on progress

To assist you in undertaking Task 1, you will develop relevant knowledge and obtain feedback through participation in your Week 2 and 3 tutorials.

### 6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Portfolio	Individual	50%	Prescribed for individual elements on Canvas, but no more than 2,500 words in total.	Throughout teaching period (refer to Format)	Online Assignment Submission with plagiarism check
All	2	Examination - Centrally Scheduled	Individual	50%	3 Hours	Exam Period	Online Assignment Submission with plagiarism check

#### All - Assessment Task 1: Administrative Law Portfolio

<b>GOAL:</b>	Create a portfolio that includes letters of legal advice, court documents, research briefs, video court appearances, etc. in response to an ongoing simulated situation that unfolds throughout the semester.					
	This is an Aligned Assessment Point.					
<b>PRODUCT:</b>	Portfolio					
<b>FORMAT:</b>	Portfolio submission. Individual elements due throughout the semester as outlined on Canvas.					
<b>CRITERIA:</b>	<b>No.</b>					<b>Learning Outcome assessed</b>
	1	Identification of legal issues and application of relevant knowledge				1 2
	2	Demonstration of advanced statutory interpretation skills				3
	3	Evaluation and synthesis of relevant legal and political material				3 6
	4	Clarity of communication, including demonstration of referencing and presentation skills				4 5
<b>GENERIC SKILLS:</b>	Communication, Problem solving, Organisation, Information literacy					

#### All - Assessment Task 2: Invigilated Final Examination

<b>GOAL:</b>	In this task, you will demonstrate your knowledge and application of Administrative Law in response to unseen exam questions.					
<b>PRODUCT:</b>	Examination - Centrally Scheduled					
<b>FORMAT:</b>	This assessment task is an online, open-book and invigilated exam. You will be required to attend a live Zoom session throughout the duration of the exam and need access to a working computer, a stable internet connection, and a webcam.					
<b>CRITERIA:</b>	<b>No.</b>					<b>Learning Outcome assessed</b>
	1	Correct identification and organisation of legal issues				1
	2	Accurate statement and application of principles of law appropriate to resolve issues				2 3
	3	Well-reasoned interpretation of legislative provisions and case authorities				2 3
	4	Communicate clearly, effectively and appropriately				4 5
<b>GENERIC SKILLS:</b>	Communication, Problem solving, Information literacy					

## 7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

## 8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

### 8.1. Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below. Resources may be required or recommended.

REQUIRED?	AUTHOR	YEAR	TITLE	EDITION	PUBLISHER
Required	Robin Creyke,Matthew Groves,John McMillan,Mark Smyth	2024	Control of Government Action	7th Edition	LexisNexis

### 8.2. Specific requirements

This course meets the necessary content requirements for Administrative Law under the Prescribed Areas of Knowledge of Schedule 1 of the LACC Uniform Admission Rules 2015 (the 'Priestley 11').

This course contains an Aligned Assessment Point.

## 9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

## 10. What administrative information is relevant to this course?

### 10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

### 10.2. Assessment: Additional Requirements

#### **Eligibility for Supplementary Assessment**

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

- (a) The final mark is in the percentage range 47% to 49.4%; and
- (b) The course is graded using the Standard Grading scale

### 10.3. Assessment: Submission penalties

Late submissions may be penalised up to and including the following maximum percentage of the assessment task's identified value, with weekdays and weekends included in the calculation of days late:

- (a) One day: deduct 5%;
- (b) Two days: deduct 10%;
- (c) Three days: deduct 20%;
- (d) Four days: deduct 40%;
- (e) Five days: deduct 60%;
- (f) Six days: deduct 80%;
- (g) Seven days: A result of zero is awarded for the assessment task.

The following penalties will apply for a late submission for an online examination:

Less than 15 minutes: No penalty

From 15 minutes to 30 minutes: 20% penalty

More than 30 minutes: 100% penalty

### 10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email [safe@usc.edu.au](mailto:safe@usc.edu.au).

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au).

### 10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

### 10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

### 10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

### 10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

### 10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

## 10.10.General Enquiries

### In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)