

**UMSU Legal Service**

**Community Legal Education and Law Reform Policy**

Policy number: 007	Date adopted: 12.11.2014	
Authorised by: Phoebe Churches, Manager, Advocacy & Legal		
Date last reviewed: 10.11.2016	Reviewed by: A & L SAG	Date of next review: 10.11.2017

<b>Policy context:</b> This policy relates to:	
Standards or other external requirements	NACLC Mandatory Standards 14.11, 14.2 Risk Management Guide 7.7, 7.8, 7.10-11, 7.13.
UMSU standards	
Legislation or other requirements	<a href="#"><u>Legal Profession Uniform Law Application Act 2014 (Vic)</u></a> <a href="#"><u>Legal Profession Uniform General Rules 2015</u></a> <a href="#"><u>Legal Profession Uniform Law Australian Solicitors' Conduct Rules 2015</u></a> <a href="#"><u>Legal Profession Uniform Legal Practice (Solicitors) Rules 2015</u></a>

**POLICY STATEMENT**

In addition to legal advice, the Legal Service undertakes community legal education (CLE), produces publications and participates in law and policy reform.

CLE activities may address:

- substantive areas of law;
- legal structures and processes;
- the administration of the legal system;
- the making and reform of law and legal processes;
- the impact of the law and legal processes upon individuals and groups;
- current issues; and
- past, present and future contexts and perspectives.

Activities may be one-off, repeated or ongoing, and provided in the short, medium and longer term.

The Legal Service recognises the need for CLE and law reform activities to be planned and targeted to the needs of University of Melbourne students as our target group. Consequently, decisions about areas in which the Service will undertake CLE work are closely related to the identified needs, interests and concerns of the student community that we serve.

*CLE and materials*

The Legal Service is committed to producing accurate and accessible CLE materials. The Principal Solicitor is responsible for checking brochures, publications or other community legal education materials produced by the Legal Service for accuracy, clarity (plain English) and legal risk prior to their distribution.

The Principal Solicitor will ensure that the content of CLE sessions is accurate, clear, accessible and up-to-date. Materials will contain a disclaimer. Staff or volunteers conducting CLE sessions must not give legal advice during the course of those sessions unless legally qualified to do so, and must make clear that information provided in the session is general legal information and not legal advice.

*Law reform materials*

The Principal Solicitor will check any law reform materials produced by the Legal Service prior to publication or distribution to ensure they are legally accurate and any risk of defamation has been considered.

*Evaluation*

Evaluation of CLE and law reform activities will be undertaken in order to:

- measure the effectiveness of the programme to ensure its goals and objectives have been achieved; and
- ensure accountability in service delivery.

All evaluation will be designed to identify and establish:

- the initiative’s goals, objectives and desired outcomes;
- the activity being undertaken and the actual outcomes of that activity; and
- the difference between the above and what are the unexpected or unwanted outcomes of the initiative?

Evaluation may take place before, during, at the completion of and following the activity/project that is being evaluated.

Reference should be made to the FCLC publication *Community Legal Education Made Easy*.

**DOCUMENTS**

Documents related to this policy	
Related policies	Advice Policy Casework Policy
Forms or other organisational documents	Legal Service Charter FCLC publication <i>Community Legal Education Made Easy</i>
Policy review frequency: Annually	Responsibility for review: A & L SAG
<p>Review process: The Advocacy &amp; Legal Student Advisory Group in conjunction with the Principal Solicitor has responsibility for leading the review of this policy. The process for reviewing the policy includes:</p> <ul style="list-style-type: none"> <li>• Assessment of policy implementation to date;</li> <li>• Those covered by the policy are provided with the opportunity to give feedback;</li> <li>• All feedback and suggestions will be considered by the review of the policy;</li> <li>• Proposed changes will be presented to UMSU staff to achieve consensus;</li> <li>• A &amp; L SAG will endorse the finalised policy; and</li> <li>• The policy will be available on the Legal Services web page.</li> </ul>	