

**University of Melbourne Student Union
Advocacy & Legal Student Advisory Group**

Minutes of Meeting 2 of Semester 2 2013 – October 16, 2013

1. Welcome and Procedural Matters

The Chair welcomed members to the meeting, with a special welcome to new members.

1.1. Apologies

Justin Baré.

1.2. Members Present

Phoebe Churches (Chair and minutes), Greta Haywood, Kara Hadgraft, Thomas Kuang, Charlotte Zhan, Declan McGonigle, Sarina Murray.

1.3. Confirmation of minutes from last meeting

Last meeting minutes were confirmed without amendment.

2. Expressions of interest in joining the UMSU Legal Service Committee of Management Working Group

Greta spoke to the context of this item briefly. She explained that the legal service is currently working towards full compliance with the Community Legal Centre (CLC) Risk and Practice Management guidelines. These guidelines require CLCs to have a Management Committee. However the UMSU Legal Service is a bit of a qango – in that it is part of a larger organisation rather than an autonomous self-governed organisation as most CLCs are.

To this end the service wishes to establish a working group to help determine the best way to combine a Management Committee with the current governance structure under UMSU. Declan, Thomas, Charlotte and Kara have all expressed interest in forming the working group. The group will convene after the examination period.

3. A & L Service Reports

3.1. Advocacy case work

Phoebe referred members to the last Quarterly service Report. Noted that last quarter was characterised by heavy demand due to Course Unsatisfactory Progress (CUPC). Also noted continuing trend towards more graduate students using the service and notably a significant increase in Higher Degree by Research (HDR) students accessing

the service. We have noticed that MSGR is now referring HDR students solely to the UMSU Advocacy Service in their written correspondence.

Declan asked whether it was possible to obtain data from the University regarding overall numbers of students called to CUPC so we can get data on the proportion who access the Advocacy Service. Phoebe replied that she was currently negotiating with the University to obtain this and other centrally recorded process data (such as grievance and misconduct numbers) via the University Advocacy Reference Group. She hopes to be able to include this sort of data in future reports.

3.2. Legal case work

Greta spoke to the latest Legal Service statistics. Continuing struggle to keep the data collection up to date and there is still a lot of casework which she has not had time to properly enter. The database has recently been updated to capture more information about the relative complexity of casework.

Declan asked about comparative stats to see if there are trends or changes between quarters. Phoebe will include this in the next quarter's stats report for the legal service.

The main issue at the moment is work towards full compliance with the CLC risk management cross check. She is being visited by Hugh de Kretzer next week.

Other projects she has been working on include:

- Legal Service Standard Operating Procedures for CLC Risk management compliance.
- The UMSU Constitution – was passed at the SGM on Tuesday 1 October.
- Attended mediation course and will complete all assessment for it shortly, at which time she will be a fully accredited mediator.
- Is standing for another term on Federation of Community Legal Centre's (FCLC) Management Committee and has become a member of the FCLC's Justice Policy Standing Group and is working on a Social Justice Toolkit which she hopes to get students involved with.
- Working on script for theatre piece regarding the Catholic Church.

3.3. Reports from Student Office Bearers

Office Bearers present had nothing to report back.

4. Other Business

Kara asked about the status of general misconduct processes and whether there is any movement on the part of the University to improve the areas where the Advocacy Service

has identified major problems. Phoebe indicated that she was continuing to pressure the university via the Advocacy Reference Group and that the Academic Secretary was planning to review all the misconduct processes in the new year.

5. Next Meeting

The next SAG will be convened in mid-March 2014. Notice will be sent out two weeks prior.

6. Close

The meeting closed at 11:20 am.