



**Rationale**

The Board of Directors has the legal responsibility for the affairs of the Society and as such must determine the appropriateness and need for legal action. The Board of Directors will appoint a legal advisor (or advisors), familiar with the operations of the Diocese.

**Policy**

Legal advice for the Catholic Independent Schools, Diocese of Victoria, is to be obtained from the legal advisor(s) appointed by the Board of Directors of C.I.S.D.V.

**Regulation**

General

Issues requiring legal advice will be presented to a legal advisor appointed by the Board of Directors.

1. All issues which may require legal advice or legal action must be presented to the Superintendent.
2. At the school level these issues should be communicated to the Superintendent through the school principal.
3. Issues arising at the Directors' level will be conveyed directly to the Superintendent.
4. The Superintendent will present the issue to the appropriate legal advisor and, depending on the nature and seriousness of the issue, may require written statements from the presenters of the issue.
5. If necessary a meeting will be held with the legal advisor, superintendent, school principal and a representative of the local school council.
6. Unless otherwise indicated all communication will be channelled through the Superintendent.
7. For local school issues the school will be billed the legal costs.

Reference:	Approved
	Date Approved: September 1994
Cross-reference:	Date(s) Revised: November 2000 Date Reviewed: November 24, 2009, March 2012