



POLICY P5.1.9 OBTAINING LEGAL ADVICE

ITEM	DESCRIPTION
Title	Obtaining Legal Advice
Number	P5.1.9
Version Number	1.0
SOPs	> None
Owner	Executive Director, Executive Services
Contact	Director, Program, Audit and Inquiries
Approved Date	23 November 2015
Next Review	23 November 2018
Classification	Unclassified
Document Control	Electronic - Printed Copies are Uncontrolled

1 Purpose

- 1.1 This policy sets out the process to obtain legal advice by members of the NSW Rural Fire Service (NSW RFS) required in the course of their NSW RFS duties.

2 Policy

- 2.1 All requests for legal advice, with the exception of clauses 2.2 and 2.3 below, must be sent via the normal reporting line, to the Director, Program, Audit and Inquiries for review, and approval by the Executive Director, Executive Services (EDES).
- 2.2 Legal advice for Membership issues and Work, Health and Safety (WHS) incidents and investigations requires approval by the Executive Director, Membership and Strategic Services (EDMSS).
- 2.3 Urgent legal advice can be approved by an Executive Director.
- 2.4 To ensure central coordination of the legal function, notification is to be provided to the Executive Director, Executive Services (EDES) of any legal advice requested under clauses 2.2 and 2.3. A copy of the advice received and the cost agreement is to be forwarded to the Legal and Government Information (LGI) section as soon as practicable.
- 2.5 Requests for legal advice should be submitted using the Request for Legal Advice form.
- 2.6 For all other inquiries related to obtaining legal advice, please contact the Director, Program, Audit and Inquiries.

3 Related documents

- Request for Legal Advice form

4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
1 August 2006	1.0	Initial release as P1.1.2
23 March 2007	1.1	P1.1.2 Version 1.1 repeals Version 1.0. <ul style="list-style-type: none">➤ Standardised format➤ Amended clause 2.3➤ Aligned flowchart contained within SOP P1.1.2-1➤ Added Request for Legal Advice Checklist.
9 December 2008	1.2	P1.1.2 Version 1.2 repeals Version 1.1. <ul style="list-style-type: none">➤ Updated v1.1➤ Updated titles of positions post re-alignment➤ Updated Request for Legal Advice form
23 November 2015	1.0	P5.1.9 repeals P1.1.2 Obtaining Legal Advice v1.2 <ul style="list-style-type: none">➤ Updates to align with current processes and position titles