

VICTORIAN LEGAL ADMISSIONS BOARD

Secretariat Committee

Instrument of Delegation

Introduction

1. The Secretariat Committee is established by the Victorian Legal Admissions Board (**VLAB**) to facilitate efficient administrative decision making and enable the secretariat of the VLAB effectively to manage the day to day operations of the VLAB.

Membership

2. The Secretariat Committee is comprised of the Chairperson, the Chief Executive Officer and the Registrar.

Meetings

3. A quorum for a meeting of the Secretariat Committee is two members.

Delegation of powers and functions

4. Pursuant to the powers of delegation conferred by Section 27 of the *Legal Profession Uniform Law Application Act 2014* the VLAB delegates to the members from for the time being of the Secretariat Committee all of the functions and powers of the VLAB under;
 - (a) rule 13 of the *Legal Profession Uniform Admission Rules 2015* (the **Rules**);
 - (b) rule 19 of the Rules;
 - (c) rule 22 of the Rules;
 - (d) rule 28 of the Rules;
 - (e) schedule 3 to the Rules;
5. This delegation operates until it is revoked.
6. This delegation does not cease to operate merely because of a change in the title or description of the Secretariat Committee or its membership provided that the committee continues to undertake some or all of the functions or powers previously undertaken by it.
7. The powers, functions and duties delegated are to be exercised or performed by the Secretariat Committee:

- (a) in accordance with such guidelines, policies or protocols or any combination of them as may be adopted from time to time by the VLAB for the purposes of the committee; and
- (b) subject to any conditions or limitations in the Legal Profession Uniform Law, the Rules or this delegation.

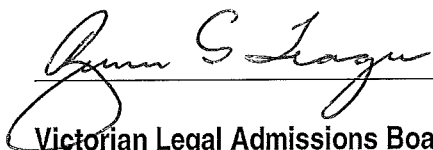
Records and communication with VLAB

8. The Secretariat Committee must:

- (a) keep such records in relation to the exercise of the powers, functions and duties delegated as the VLAB by resolution or the relevant legislation requires; and
- (b) provide to the VLAB such information and documents as may be necessary or expedient to enable the VLAB to monitor all decisions made by the Secretariat Committee under this delegation.

Dated

20/7/2015



Victorian Legal Admissions Board
The Hon. Bernard Teague
Chairman, for and on behalf of VLAB