7 February 2018

The Hon Martin Pakula MP
Attorney-General
GPO Box 123
Melbourne
VIC 3001 ·

Dear Attorney-General,

**Re:     Victorian Legal Admissions Board Statement of Expectations 1 January 2018 to 30 June 2019**

In response to the 1 January 2018 to 30 June 2019 Statement of Expectations (the SOE), the Victorian Legal
Admissions Board (VLAB) outlines below the activities that it plans to undertake to achieve the performance
improvements as defined in the SOE.

## 1.   Timeliness

*Improvement*
Reduce the time taken to complete applicant identity and fraud checks

*Planned Activities*
- An advanced Dow Jones watch list is being trialled to facilitate the process of applicant identity
  checks to highlight any potential persons of interest.  The watch list supports a real time check
  thus enabling applicants to progress through their identity check quickly.  The watch list will be
  trailed for a 3-6 month period before a final decision is made on its effectiveness and time
  saving capabilities.
- Continuous training and improvement in the use of the Australian Attorney-General's
  Document Verification Service to enable staff to better understand, streamline and apply the
  principles of document authentication and verification to assist in applicant fraud prevention.

## 2.   Risk Based Regulation

*Improvements*
Expand delivery of presentations to applicants on key disclosure requirements to regional areas.

Gather data on conditional admissions to maintain consistency and transparency in the imposition of
conditions.

*Planned Activities*
- VLAB will develop a plan to broaden the delivery of its educational program on key disclosure
  requirements utilising a number of programs including in person and electronic methods.
  VLAB will explore electronic predictive analysis methods to identify individuals who may be
  exposed to particular disclosure types.  This data will be utilised to focus VLAB's educational
  outreach to targeted regional areas to allow accessibility to applicants unable to attend existing
  presentations.

- Continuous engagement will occur with the NSW Legal Profession Admission Board (NSW) to establish an operational register of conditional admission applications. The register will be managed by VLAB and NSW jointly. The data will be utilised for the imposition of conditions for all applications received. The aim is that the register will allow the regulators to target conditions to assess applications uniformly and transparently. VLAB will further continue in a directed approach to identify foreign lawyers who may be an eligible applicant for conditional admission.

## 3. Compliance Related Assistance and Advice

*Improvements*
Revise out of date qualifications policies to be consistent with NSW, and to enhance online accessibility.

Update the VLAB's website to improve useability.

*Planned Activities*
- The adoption of a common approach between VLAB and NSW will be pursued by sharing information relating to policy and practical issues to devise common solutions. VLAB will develop a workable criteria and establishment of policies to ensure consistency between VLAB and NSW with respect to out of date qualifications policies. The policies will be made publically available to assist in accessibility of information on the regulators' websites and social media outlets.
- VLAB operate a client application portal and back end database. VLAB will begin the process of transition to a newly configured platform which is primarily optimised for speed, functionality and interface and will therefore provide for improved useability of application for a Compliance Certificate for all users.

## 4. Cooperation among Regulators

*Improvement*
Support the implementation of Stage 2 of the Legal Services Council's Uniform Law Database.

*Planned Activities*
- VLAB and NSW are jointly developing reporting admissions data processes to the Legal Services Council which is responsible for the Uniform Law Database. Stage 2 of the Uniform Law Database is underway and once complete, the Legal Services Council will be able to analyse admissions data, discern trends and identify areas for improvement in terms of uniformity between the jurisdictions. Once the data sets and analysis parameters are agreed upon between the LSC, NSW and VLAB, this will be used to ensure that VLAB and NSW are able to provide reports that will fit within the scope of the LSC data mapping requirements.

VLAB looks forward to continually working towards achieving best practice in the administration and enforcement of regulation.

Yours sincerely

The Hon Bernard Teague AO
Chairman