

# CALD

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Council of Australian Law Deans

**MEMBER INDUCTION MANUAL**

Version: July 2024

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## 1. Introduction

This induction manual is intended to be an overview of CALD for new Council and Executive members and a resource for current Council and Executive members. It contains important and useful information about the CALD Council, the roles and responsibilities of each member of the CALD Executive, and the key CALD stakeholders. This manual will be updated from time to time.

## 2. Overview

### 2.1. CALD

The Council of Australian Law Deans (CALD) is the peak body of Australian law schools. CALD is an incorporated association, 'Council of Australian Law Deans Limited' ACN 676 502 686.

### 2.2. CALD website

The CALD website is <https://cald.asn.au/>. Council members are encouraged to familiarise themselves with the website.

### 2.3. CALD Constitution

CALD is regulated by the CALD Constitution. According to the CALD Constitution, the primary objectives of CALD are:

- Consultation on matters of mutual concern to members or their institutions and where appropriate the adoption of common policies.
- The furtherance of legal education in Australia.
- The encouragement of legal education.
- The promotion of cooperation between law schools

- The maintenance of close relationships between law schools and the legal profession.

A copy of the [CALD Constitution](#) can be access on the CALD website.

## **3. CALD Council**

### **3.1. Membership**

Each person currently serving as Dean of an Australian law school is automatically a member of the CALD Council.

### **3.2. Membership fees**

Membership fees are levied by CALD each year and payable by each Australian law school.

### **3.3. Member induction**

All new CALD Council members are provided with an induction package that includes:

- Member Induction Manual
- CALD Constitution
- The most recent CALD Update
- The most recent minutes of CALD Executive and CALD Council meetings
- The contact details of CALD Executive members

### **3.4. Member Information**

Each law school is encouraged to update the CALD Executive Officer with details of any incoming and outgoing Dean. A [Membership Update form](#) can be accessed on the CALD website and submitted automatically.

## **4. CALD Council meetings**

### **4.1. Frequency**

CALD Council meetings are held three times a year, usually in February, July and November. A calendar of meetings is finalised at the end of each year and distributed to members.

### **4.2. Hosts**

Each meeting is voluntarily hosted by a law school approved by CALD Executive. Calls for host law schools are made periodically to the CALD Council. The host law school traditionally provides:

- A suitable venue
- IT support
- Catering

The law school hosting the ALAA Conference is traditionally the host of the July CALD meeting.

### **4.3. Format**

CALD Council meetings are held online and in-person. Each meeting is typically five hours, including breaks.

### **4.4. Agenda**

The CALD Council meeting agenda and associated documentation is sent out no later than one week prior to the meeting.

## **4.5. CALD dinners**

A CALD dinner is usually held on the evening prior to each Council meeting. The exception is the July Council meeting, when CALD hosts the ALAA Conference dinner.

## **5. CALD Executive Officer**

CALD engages an Executive Officer as an independent contractor and pays a Services Fee. The responsibilities of the Executive Officer include:

- assisting and supporting the CALD Executive in the administration of CALD;
- serving as the Secretary of CALD;
- conducting necessary secretarial administrative tasks required to ensure that the continued efficient operation of CALD;
- maintaining and updating the CALD membership register and attending to membership- related queries and matters;
- processing any invoices received to enable payment by CALD;
- drafting correspondence by CALD with stakeholders and external parties;
- maintaining and updating the CALD website;
- drafting and distributing the monthly CALD Update;
- assisting with organisation and operation of Executive meetings and Council meetings as well as any CALD sub-committees and working parties as directed by the CALD Executive; and
- other services as agreed from time to time in writing.

## **6. CALD Executive**

### **6.1. Executive Committee**

CALD is led by a CALD Executive appointed in accordance with the CALD Constitution.



## **6.2. CALD Executive Members**

The CALD Executive is comprised of:

- CALD Chair / Co-Chairs
- CALD Deputy Chair
- CALD Treasurer
- Vice Chair First Peoples Partnership
- Vice Chair Legal Research
- Vice Chair International
- CALD Executive Officer

Each member of the CALD Executive holds office for a two-year term.

## **6.3. Member Induction**

All new Executive Committee members are provided with an induction package which includes:

- the CALD Council members induction package
- details of insurance (PI and Directors and Officers Liability).

## **6.4. Financial Delegation**

The CALD Executive has financial authority to spend up to \$10,000 without the approval of the Council on activities consistent with the objects of the Council.

# **7. CALD Executive Positions**

## **7.1. CALD Chair / Co-Chairs**

The responsibilities of the CALD Chair / Co-Chairs include:

- Leading the Council in achieving its strategic objectives as well as specific projects and initiatives

- Chairing and contributing to discussions and decision making at CALD Council meetings and CALD Executive meetings
- Ensuring CALD is led and administered in a manner that is professional, ethical, and financially prudent
- Facilitating strong relations between CALD and its key stakeholders including ALAA, LEAD, LADRN, the judiciary, the admission authorities and the wider profession

Upon appointment the CALD Chair / Co-Chair is formally appointed as a Director and Member of CALD Ltd.

## **7.2. CALD Deputy Chair**

The responsibilities of the CALD Deputy Chair include:

- Collaborating with the CALD Co-Chairs to lead the Council in achieving its strategic objectives as well as specific projects and initiatives
- Contributing to discussions and decision making at CALD Council meetings and CALD Executive meetings, and when necessary, chairing those meetings
- Ensuring CALD is led and administered in a manner that is professional, ethical, and financially prudent
- Facilitating strong relations between CALD and its key stakeholders including ALAA, LEAD, LADRN, the judiciary, the admission authorities and the wider profession.

Upon appointment the CALD Deputy Chair is formally appointed as a Director and Member of CALD Ltd.

## **7.3. CALD Treasurer**

The responsibilities of the CALD Treasurer include:

- Contributing to discussions and decision making at CALD Council meetings and CALD Executive meetings

- Overseeing CALD's financial performance in collaboration with the CALD Executive Officer and CALD's bookkeepers.

Upon appointment the Treasurer is formally appointed as the Public Officer of CALD Ltd.

#### **7.4. CALD Vice Chair Legal Research**

The responsibilities of the Vice Chair Legal Research include:

- Contributing to discussions and decision making at CALD Council meetings and CALD Executive meetings
- Advising the CALD Council and the CALD Executive about legal research matters
- Serving as CALD's liaison with LADRN

#### **7.5. CALD Vice Chair Legal Education**

The responsibilities of the Vice Chair Legal Education include:

- Contributing to discussions and decision making at CALD Council meetings and CALD Executive meetings
- Advising the CALD Council and the CALD Executive about legal education matters
- Serving as CALD's liaison with LEAD

#### **7.6. CALD Vice Chair International**

The responsibilities of the Vice Chair International include:

- Contributing to discussions and decision making at CALD Council meetings and CALD Executive meetings
- Advising the CALD Council and the CALD Executive about international matters

## **7.7. CALD Vice-Chair First Peoples Partnerships**

The responsibilities of the Vice Chair First Peoples Partnerships include:

- Contributing to discussions and decision making at CALD Council meetings and CALD Executive meetings
- Advising the CALD Council and the CALD Executive about First Nation matters
- Serving as a liaison between CALD and the First Peoples Partnerships Working Party (FPPWP).

## **7.8. Executive Officer**

See above.

# **8. CALD Executive Meetings**

## **8.1. Frequency**

The CALD Executive meets six times per: usually one month prior to and one month after each CALD Council meeting.

## **8.2. Format**

CALD Executive meetings are held online. Each meeting is typically two hours including breaks.

## **8.3. Agenda**

An agenda and relevant documentation are distributed at least one week prior to the scheduled meeting to allow Executive members time to review the documentation. It is an expectation that all Executive members review the meeting agenda and documentation to allow for an appropriate level of discussion. Working with the CALD Co-Chairs, the Executive Officer (EO) acts as the Secretary for the purposes of finalising

the agenda and meeting package, taking the minutes and ensuring follow-up from the meetings.

## **9. CALD Working Groups**

From time-to-time CALD establishes working groups comprised of Council members and others including academics, legal practitioners and other stakeholders.

### **9.1. Australian Legal Education 2030 and Beyond**

This working group is undertaking a review of the regulation of Australian legal education CALD is represented by the CALD Co-Chair, Other members include representatives from LACC, LSC, LCA, APLEC and ALSA. Meetings are facilitated by the CALD Vice Chair Legal Education.

### **9.2. First Peoples Partnerships Working Party**

Terms of reference for the First Peoples Partnerships Working Party (FPPWP) can be found on the CALD website. The working party is Co-Chaired by Vice Chair First Peoples Partnerships.

### **9.3. Research Assessment Working Group**

The Research Assessment Working Group is responsible for reviewing recommendations made as part of the LADRN report approved by CALD. The working group is Co-Chaired by the CALD Vice Chair Legal Research together with the LADRN Co-Chairs.

## **10. Key stakeholders**

CALD has a memorandum of understanding (MOU) with each of the following groups:

- Legal Education Associate Deans (LEAD) Network – See Attachment A

- Law Associate Deans Research Network (LADRN) – See Attachment B
- Australasian Law Students Association (ALSA) – See Attachment C
- Australasian Law Academics Association (ALAA) – See Attachment D

### **10.1. LEAD and LADRN**

LEAD is the network of the Associate Deans Learning and Teaching within each Australian law school. LADRN is the network of the Associate Deans Research within each Australian law school.

CALD supports LEAD and LADRN by:

- Funding administrative support for each network (currently \$10,000 per year).
- Funding additional expenses (currently up to \$5,000 per year).
- Funding the prize money for the ALEAs and the ALRAs (currently \$1,000 per award winner).
- Selecting the ALEA and ALRA Lifetime Achievement Award winners each year.

While CALD works closely with both LEAD and LADRN, the two networks are independent from CALD with their own memberships, constitutions and websites.

### **10.2. ALSA**

CALD has a Memorandum of Understanding with the [Australian Law Students' Association](#) (ALSA).

### **10.3. ALAA**

CALD has a Memorandum of Understanding with the [Australasian Law Academics Association](#) (ALAA). CALD supports ALAA each year by sponsoring the ALAA Conference dinner.

## 11. Australian Law Schools Standards

The [Australian Law School Standards](#) set out CALD's standards for law schools. In the past each law school was invited to demonstrate compliance with the Standards to the ALSS Committee. This is no longer the case.

## 12. CALD Update

Each month the CALD Executive Officer prepares and electronically distributes the CALD Update to CALD members. The CALD Update includes information about:

- Recent developments
- Upcoming events

CALD members are encouraged to share this information within their law schools.

## 13. Acronyms

The following is a list of commonly used acronyms. This list is updated from time to time.

<b>ADLT</b>	Associate Dean Learning & Teaching
<b>ADR</b>	Associate Dean Research
<b>ALAA</b>	Australasian Law Academics Association
<b>ALEAs</b>	Australian Legal Education Awards, administered by LEAD
<b>ALRAs</b>	Australian Legal Research Awards, administered by LADRN
<b>ALSA</b>	Australian Law Students Association
<b>ALSS</b>	Australian Law School Standards
<b>APLEC</b>	Australasian Professional Legal Education Community
<b>CALD</b>	Council of Australian Law Deans
<b>DD</b>	Deputy Dean
<b>GDLP</b>	Graduate Diploma in Legal Practice
<b>HDR</b>	Higher Degree Research
<b>JD</b>	Juris Doctor
<b>LACC</b>	Law Admissions Consultative Committee
<b>LADRN</b>	Law Associate Deans Research Network
<b>LEAD</b>	Legal Education Associate Deans Network
<b>LLB</b>	Bachelor of Laws
<b>LLM</b>	Master of Laws
<b>LPAB</b>	Legal Practitioners Admissions Board
<b>LSA</b>	Law Students Association
<b>TLOs</b>	Threshold Learning Outcomes for Law



# MEMORANDUM OF UNDERSTANDING

Council of Australian Law  
Deans

Legal Education Associate  
Deans Network

## **MEMORANDUM OF UNDERSTANDING**

12 July 2024

# MEMORANDUM OF UNDERSTANDING

## COUNCIL OF AUSTRALIAN LAW DEANS

### AND

## LEGAL EDUCATION ASSOCIATE DEANS NETWORK

### Background

1. The **Council of Australian Law Deans Ltd ACN 676 502 686** (CALD) is the peak body for Australian law schools. Its members are the Deans of Australian law schools. Its objectives as expressed in its Constitution are:
  - (a) consultation on matters of mutual concern to members of the institutions which they represent and, where appropriate, the adoption of common policies;
  - (b) the furtherance of legal education and legal research in Australia;
  - (c) the promotion of active cooperation of the institutions represented on the Council with one another, and with university, professional and other learned bodies in Australia and elsewhere; and
  - (d) representation of law schools and their needs to Federal and State governments, higher education bodies, the legal profession and the wider community.
2. The **Legal Education Associate Deans Network** (LEAD) seeks to provide a national forum for those leading teaching and learning in the discipline of law in their law schools. The aims of the Network include:
  - (a) the promotion, documentation and dissemination of good practice in legal education in Australia, including through the maintenance and on-going development of Network's website;
  - (b) facilitation of communication to members of issues arising in legal education nationally and internationally;
  - (c) enhancement of professional development opportunities for members through mentoring and collegial sharing of information relevant to the development of professional skills in their teaching and learning leadership roles;
  - (d) the provision of a forum to discuss issues, both of policy and substance, arising in legal education and where appropriate, to develop responses in the form of
    - dissemination of information
    - research projects facilitated by the Network
    - development of resources such as Good Practice Guides

- submissions to the Council of Australian Law Deans (CALD)

## Object

3. This is a non-binding Memorandum of Understanding (MOU) between CALD and LEAD.
4. The object of this MOU is to clarify the relationship between CALD and LEAD and to set out the ways in which CALD and LEAD collaborate, cooperate and support each other.

## Duration

5. The MOU will commence from 1 July 2024 and continue to apply until termination by either party on the giving of 30 days written notice to the other.

## Open communication

6. CALD and LEAD will maintain a direct line of communication with each other about their activities and achievements, primarily by way of direct communication between the CALD Vice Chair Legal Education and the LEAD Chair / Co-Chairs.
7. To facilitate such communication:
  - (a) the CALD Vice Chair Legal Education will be an ex officio member of LEAD and will be invited to attend, and will endeavour to attend, meetings of LEAD;
  - (b) the LEAD Chair / Co-Chairs will be invited to submit written reports for inclusion in the papers for CALD Council meetings, and at least once per year will be invited to present their report at a CALD Council meeting.

## Financial support

8. Each year, CALD will allocate an annual amount to be determined by CALD to fund administrative support for LEAD and to pay other LEAD administrative expenses. Additional funding for joint projects (see below) may be provided by CALD on a case-by-case basis.
9. CALD will review its capacity to provide financial support at its final meeting each year and inform LEAD if any changes will be made in the following year. LEAD may make submissions to CALD for consideration at the final meeting of the year with respect to the financial support.

## Administrative support

10. Payment for the administrative support will be made directly by CALD to the LEAD Administrator appointed by CALD.
11. In addition to an annual service fee, CALD will reimburse the LEAD Administrator for the costs of travel as reasonably agreed between CALD and the LEAD Administrator prior to the expense being incurred.

12. The administration support provided by the LEAD Administrator will include the following:
- (a) conduct necessary administrative tasks required to ensure that the continued efficient operation of LEAD;
  - (b) assist with organization of the annual Australian Lead Education Awards (ALEAs);
  - (c) maintain and update the LEAD membership register and attend to membership- related queries and matters;
  - (d) process any invoices received to enable payment by CALD for LEAD as approved by CALD;
  - (e) draft correspondence by LEAD with members, stakeholders and external parties;
  - (f) maintain and update the LEAD website as required;
  - (g) assist with organisation and operation of meetings as directed by LEAD; and
  - (h) other services as agreed from time to time in writing between the CALD and the LEAD Administrator.

## **Mutual support**

13. CALD and LEAD will support each other to achieve their respective objectives.
14. The CALD Executive Committee will strongly encourage CALD members to support and encourage their Associate Deans to be members of LEAD, and to host LEAD meetings free of charge.
15. The LEAD Co-Chairs will circulate to LEAD members notifications and news from CALD as reasonably requested by the CALD Executive Committee.
16. The CALD Executive Committee will circulate to CALD members notifications and news from LEAD as reasonably requested by the LEAD Executive Committee.

## **Joint projects**

17. From time to time, either CALD or LEAD may propose that a project be undertaken in an area related to legal education.
18. Where CALD believes that it would be beneficial to work with LEAD on a joint project, the CALD Vice Chair Legal Education will contact the LEAD Chair / Co-Chairs to discuss whether LEAD is willing to work with CALD on the project and outlining the funding/resources to be provided.
19. Where LEAD proposes a joint project to CALD, it will include in the proposal full details regarding the resources or support required from CALD. There is no obligation on CALD to agree to the provision of resources for any joint project proposed by LEAD.

20. 'Projects' for the purposes of this clause should be read expansively and includes research, workshops, conferences, discussion papers, submissions to government and best practice guides.

## **Confidentiality**

21. The parties acknowledge that information disclosed by one party (the disclosing party) to the other in the course of this MOU may be confidential and unless required by law must not be disclosed to a third party except with the prior written consent of the disclosing party.

## **Dispute resolution**

22. If a dispute or difference arises between the parties out of or in connection with this MOU, either party may give the other a written notice specifying the dispute or difference.
23. Within 28 days of the date of the notice, the Chair / Co-Chairs of each party must meet and undertake negotiations in good faith and by reference to this MOU on a without prejudice basis with a view to resolving the dispute or difference.

## **Variation**

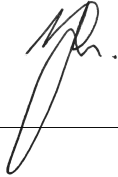
24. The parties may agree to vary any of the requirements of this MOU. Such agreement must be in writing and signed by both parties.

## SIGNED

### On behalf of CALD by

Professor Nick James, Co-Chair  
Council of Australian Law Deans

Signature



12 July 2024

Signed Date

### On behalf of LEAD by

Associate Professor Judith Marychurch, Co-Chair  
Legal Education Associate Deans Network

Signature



15 July 2024

Signed Date

# MEMORANDUM OF UNDERSTANDING

Council of Australian Law  
Deans

Legal Associate Deans  
Research Network

## **MEMORANDUM OF UNDERSTANDING**

12 July 2024

# MEMORANDUM OF UNDERSTANDING

## COUNCIL OF AUSTRALIAN LAW DEANS

### AND

## LEGAL ASSOCIATE DEANS RESEARCH NETWORK

### Background

1. The **Council of Australian Law Deans Ltd ACN 676 502 686** (CALD) is the peak body for Australian law schools. Its members are the Deans of Australian law schools. Its objectives as expressed in its Constitution are:
  - (a) consultation on matters of mutual concern to members of the institutions which they represent and, where appropriate, the adoption of common policies;
  - (b) the furtherance of legal education and legal research in Australia;
  - (c) the promotion of active cooperation of the institutions represented on the Council with one another, and with university, professional and other learned bodies in Australia and elsewhere; and
  - (d) representation of law schools and their needs to Federal and State governments, higher education bodies, the legal profession and the wider community.
2. The **Law Associate Deans Research Network** (LADRN) is made up of current Associate Deans Research (or their equivalent) from each Law School that is a member of CALD. LADRN's remit covers research, researcher development, research collaboration, and Higher Degree Research in the discipline of law.

### Object

3. This is a non-binding Memorandum of Understanding (MOU) between CALD and LADRN.
4. The object of this MOU is to clarify the relationship between CALD and LADRN and to set out the ways in which CALD and LADRN collaborate, cooperate and support each other.

### Duration

5. The MOU will commence from 1 July 2024 and continue to apply until termination by either party on the giving of 30 days written notice to the other.



## Open communication

6. CALD and LADRN will maintain a direct line of communication with each other about their activities and achievements, primarily by way of direct communication between the CALD Vice Chair Research and the LADRN Chair / Co-Chairs.
7. To facilitate such communication:
  - (a) the CALD Vice Chair Research will be an ex officio member of LADRN and will be invited to attend, and will endeavour to attend, meetings of LADRN;
  - (b) the LADRN Chair / Co-Chairs will be invited to submit written reports for inclusion in the papers for CALD Council meetings, and at least once per year will be invited to present their report at a CALD Council meeting.

## Financial support

8. Each year, CALD will allocate an annual amount to be determined by CALD to fund administrative support for LADRN and to pay other LADRN administrative expenses. Additional funding for joint projects (see below) may be provided by CALD on a case-by-case basis.
9. CALD will review its capacity to provide financial support at its final meeting each year and inform LADRN if any changes will be made in the following year. LADRN may make submissions to CALD for consideration at the final meeting of the year with respect to the financial support.

## Administrative support

10. Payment for the administrative support will be made directly by CALD to the LADRN Administrator appointed by CALD.
11. In addition to an annual service fee, CALD will reimburse the LADRN Administrator for the costs of travel as reasonably agreed between CALD and the LADRN Administrator prior to the expense being incurred.
12. The administration support provided by the LADRN Administrator will include the following:
  - (a) conduct necessary administrative tasks required to ensure that the continued efficient operation of LADRN;
13. assist with organisation of the annual Australian Legal Research Awards (ALRAs);
  - (a) maintain and update the LADRN membership register and attend to membership- related queries and matters;
  - (b) process any invoices received to enable payment by CALD for LADRN as approved by CALD;
  - (c) draft correspondence by LADRN with members, stakeholders and external parties;
  - (d) maintain and update the LADRN website as required;

- (e) assist with organisation and operation of meetings as directed by LADRN; and
- (f) other services as agreed from time to time in writing between the CALD and the LADRN Administrator.

## **Mutual support**

- 14. CALD and LADRN will support each other to achieve their respective objectives.
- 15. The CALD Executive Committee will strongly encourage CALD members to support and encourage their Associate Deans to be members of LADRN, and to host LADRN meetings free of charge.
- 16. The LADRN Co-Chairs will circulate to LADRN members notifications and news from CALD as reasonably requested by the CALD Executive Committee.
- 17. The CALD Executive Committee will circulate to CALD members notifications and news from LADRN as reasonably requested by the LADRN Executive Committee.

## **Joint projects**

- 18. From time to time, either CALD or LADRN may propose that a project be undertaken in an area related to legal education.
- 19. Where CALD believes that it would be beneficial to work with LADRN on a joint project, the CALD Vice Chair Research will contact the LADRN Chair / Co-Chairs to discuss whether LADRN is willing to work with CALD on the project and outlining the funding/resources to be provided.
- 20. Where LADRN proposes a joint project to CALD, it will include in the proposal full details regarding the resources or support required from CALD. There is no obligation on CALD to agree to the provision of resources for any joint project proposed by LADRN.
- 21. 'Projects' for the purposes of this clause should be read expansively and includes research, workshops, conferences, discussion papers, submissions to government and best practice guides.

## **Confidentiality**

- 22. The parties acknowledge that information disclosed by one party (the disclosing party) to the other in the course of this MOU may be confidential and unless required by law must not be disclosed to a third party except with the prior written consent of the disclosing party.

## **Dispute resolution**

- 23. If a dispute or difference arises between the parties out of or in connection with this MOU, either party may give the other a written notice specifying the dispute or difference.

24. Within 28 days of the date of the notice, the Chair / Co-Chairs of each party must meet and undertake negotiations in good faith and by reference to this MOU on a without prejudice basis with a view to resolving the dispute or difference.

## **Variation**

25. The parties may agree to vary any of the requirements of this MOU. Such agreement must be in writing and signed by both parties.

## SIGNED

### On behalf of CALD by

Professor Nick James, Co-Chair  
Council of Australian Law Deans



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Signature

12 July 2024

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Signed Date

### On behalf of LADRN by

Professor Catherine Renshaw, Co-Chair  
Legal Associate Deans Research Network

*Catherine Renshaw*

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Signature

18/07/2024

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Signed Date

# Memorandum of Understanding

**Date: 7 March 2024**

This is a Memorandum of Understanding (**MOU**) between:

The **Australian Law Students' Association** [ABN: 78 608 664 982] (referred to in this document as '**ALSA**') and

The **Council of Australian Law Deans Ltd** [ACN: 676 502 686] (referred to in this document as '**CALD**').

## 1. Duration of the MOU

1. This is a non-binding Memorandum of Understanding (MOU) between ALSA and CALD.
2. The MOU will apply from 1 April 2024 and will continue to apply until termination by either party on the giving of 30 days written notice to the other.
3. ALSA and CALD will review the terms of this MOU in September of each year, to ensure the continuation of the relationship across ALSA terms in office. If any changes are to be made to this agreement, the parties must agree in writing within 30 days of that meeting.

## 2. Scope

1. ALSA and CALD are committed to maintaining a positive and cooperative working relationship.
2. As part of the parties' mutual commitment, ALSA and CALD will act in accordance with the spirit and intent of this MOU, even though neither party intends that it be legally binding.

## 3. Goals and objectives

1. ALSA seeks to improve and support the academic, social and professional development of law students across Australia. In agreeing to this MOU, they seek to engage relevant stakeholders to achieve this goal.
2. CALD has amongst its objectives: (1) consultation on matters of mutual concern to members or their institutions and where appropriate the adoption of common policies; (2) the furtherance of legal education in Australia; (3) the encouragement of legal research; (4) the promotion of cooperation between law schools; and (4) the maintenance of close relations between law schools and the legal profession. In agreeing to this MOU it seeks to facilitate mutually beneficial cooperation between law school leadership and law students in furtherance of these objectives,

## 4. Roles and responsibilities

1. ALSA will circulate a summary of any matters relevant to CALD which are discussed at ALSA Council meetings occurring in February, July and December each year. Where a Council meeting occurs outside of this schedule, ALSA will notify CALD in due course.
2. ALSA will endeavour to host a panel with CALD at the ALSA Conference in July each year, with the CALD Chair or Co-Chairs in attendance. Travel and accommodation, if required, will be funded by CALD.
3. CALD will invite the ALSA Vice-President (Education) to present at at least one (1) CALD meeting per year, with the content being agreed upon between the parties in advance. Travel and accommodation, if required, will be funded by ALSA.
4. The parties will nominate members to form an advisory group, which has the following responsibilities:
  - 4.1. to plan, implement and evaluate the obligations under the MOU
  - 4.2. to develop procedures and guidelines.

## 5. Meetings

1. Meetings in relation to the subject of this MOU will be held virtually on at least a bi-annual basis.
2. Meetings will be attended by the ALSA President, ALSA Vice-President (Education), the CALD Chair or Co-Chairs and the CALD Deputy Chair ('**attendees**').
  - 2.1. Attendance by other guests is permitted subject to at least ten (10) days notice to attendees or the approval of majority of attendees.
3. A quorum will be one (1) representative of each party.
4. Meeting agendas and minutes will be prepared by ALSA.
5. Meeting agendas will be circulated to attendees by ALSA at least seven (7) days prior to the meeting date.
  - 5.1. ALSA will call for agenda items from attendees 21 days prior to each meeting date.
6. Meeting minutes will be circulated to attendees by ALSA.

## 6. Reporting

1. ALSA will provide CALD with annual results from its Education and Advocacy Audit, in both national averages and with individual university results. Any results are the intellectual property of ALSA. Agreement between the parties to this MOU and affiliated persons or organisations is required before use of any reported data.
2. CALD will provide ALSA with a written response by CALD to the annual results.

## 7. Procedures and guidelines

The parties agree to comply with and direct their members to comply with all procedures and guidelines developed under this MOU.

## 8. Advertising and announcements

1. Unless required by law, an announcement, circular or other public disclosure including promotional materials such as newsletters, brochures, flyers or annual reports, referring to the contents or subject matter of this MOU must not be made or permitted by a party without the prior written approval of the other party.
2. Both parties must seek the consent of the other to utilise their respective logo on any external communications.

## 9. Confidentiality

The parties acknowledge that information disclosed by one party to the other (the disclosing party) in the course of the subject matter of this MOU may be confidential and unless required by law must not be disclosed to a third party except with the prior written consent of the disclosing party.

## 10. Dispute resolution

1. If a dispute or difference arises between the parties out of or in connection with this MOU, either party may give the other a written notice specifying the dispute or difference.
2. Within 28 days of the date of the notice, a person holding a position of senior management of each party must meet and undertake negotiations in good faith and by reference to the goals and objectives / roles and responsibilities set out above and on a without prejudice basis with a view to resolving the dispute or difference.

## 11. Variation

The parties may agree to vary any of the requirements of this MOU. Such agreement must be in writing and signed by both parties.

### Signatures

Signed for **Australian Law Students' Association** by its authorised representative in the presence of:



Signature of witness

**Natalie Size, Conference Convenor (Director)**

Name and title of witness

Date: 12.06.2024

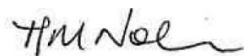


Signature of authorised representative

**Lucy Milne, President (Director)**

Name and title of authorised representative

Signed for **Council of Australian Law Deans** by its authorised representative in the presence of:



Signature of witness



Signature of authorised representative

**Heather Nolan, EA to Anita Stuhmcke**

Name and title of witness

Date: 22.07.2024

**Anita Stuhmcke, CALD Co-Chair**

Name and title of authorised representative