

STANDARD OPERATING PROCEDURES

RESERVE LEGAL OFFICERS

INTRODUCTION

1. A review of reserve legal officers took place in 2001 resulting in the publication in December 2001 of a report ***“Review - Reserve Legal Officers: Roles Structure Remuneration”***.
2. The Review Report made certain recommendations in the areas reported upon. An implementation group of permanent and reserve legal officers from all three Services was formed to prepare these Standard Operating Procedures (“SOPs”) to implement the recommendations in the Review Report, as adopted by the review steering committee.

AUTHORITY

3. These SOPs are issued under the authority of the Director General of The Defence Legal Service and of the Heads of Category/Head of Corps of the Navy, Army and Airforce Legal Services. All TDLS Members are required to comply with these SOPs.

AIM

4. The aim of these SOPs is to:
 - (a) give effect to those recommendations of the Review Report that were adopted by the review steering committee; and
 - (b) recognise the principles of simplicity, equity, ADF needs, consistency, accountability and service to Australia as the basis for service by RLOs.

The specific aim of each SOP is set out at the beginning of each SOP.

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SOP 1 - Roles of RLOs

SOP 2 - RLO Structure

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SOP 7 - Training

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SOP 10 - Remuneration and Allowances

SOP 11 - Review and Amendment of RLO SOPs

DEFINITIONS

In these SOPs the following definitions are used:

“**Annual Sessional Fees Report**” see SOP 10;

“**Authorising Officer**” means a PLO;

“**DGTDLS**” means the Director General of the Defence Legal Service;

“**Finance Section**” means the TDLS Finance Section;

“**Future Needs Determination**” see SOP 3;

“**GC**” means General Counsel;

“**HMB**” means Head of the Military Bar;

“**HOC**” means the Head of Category/Head of Corps for each Service;

“**LEG**” means a legal element group within TDLS;

“**LRM**” means the Legal Reserve Manager, or if that position is vacant, the NPM;

“**MLC**” means Military Law Centre;

“**NPM**” means the National Practice Manager;

“**PLO**” means permanent legal officer;

“**RLO**” means reserve legal officer;

“**TDLS**” means The Defence Legal Service;

“**Region**” see SOP 5;

“**Reserve Review**” means the Final Report titled “*Review - Reserve Legal Officers: Roles Structure Remuneration*”;

“**Review Data**” see SOP 3;

“**RLO Manning and Service Requirements Committee**” see SOP 3;

“**RLO Manning Review**” see SOP 3;

“RSLG” (Regional Senior Leadership Group) means the group in each Region comprising each RSSR and the most senior PLO in that Region;

“RSSR” (Regional Single Service Representative) means a senior RLO for each Service in each Region appointed by their HOC to be the RSSR;

“Sessional Fee Determination” see SOP 10;

“Sessional Fee Duty” see SOP 10;

“Specialist Areas” see SOP 4;

“Specialist Lists” see SOP 4;

“Statement of Experience” see SOP 4;

“TDLS Duty” means duty to be paid from funding allocated to TDLS;

“TDLS Member” means each member of TDLS including PLOs, RLOs and civilian members of TDLS;

“TRGCOORD” means see SOP 7;

“Tri-Service Panel” means the panel comprising RLOs from each Service within each Region.