



# Legal Representation Procedure

Procedure Number  
WCDHB-HR-0030

Version Nos:  
**5**

## 1. Purpose

The West Coast District Health Board (WCDHB) will follow this Procedure where staff members are required to give evidence (relating to their actions as a WCDHB employee) to a Court.

## 2. Application

This Procedure is to be followed by all staff throughout WCDHB.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:  
the **Staff Member** is required to:

- inform their Manager once they become aware they are required to give evidence;
- discuss with their Manager and the Risk and Quality Manager the type of legal assistance that they require.

the relevant **Manager** is required to:

- notify the Risk and Quality Manager once they become aware that a staff member is required to give evidence at a Court or hearing;
- discuss with the staff member and the Risk and Quality Manager the type of legal assistance that the staff member requires.
- Inform the Human Resources Manager

the **Risk and Quality Manager** is required to:

- discuss with the staff member and their Manager the type of legal assistance that the staff member requires;
- seek the approval of the Chief Executive Officer to engage legal assistance;
- arrange the appropriate level of legal assistance for the staff member;
- support and assist the staff member.
- Inform the Human Resources Manager.

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

- 1.00 WCDHB recognises that staff members may be required to give evidence to various Courts and hearings in relation to their activities as a WCDHB employee.
- 1.01 WCDHB will act to provide legal advice and if required, representation for staff members required to participate in a Court or hearing.



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- 1.02 Once a staff member is aware that they are required to give evidence at a Court or hearing, they will inform their Manager, who in turn will inform the Risk and Quality Manager.
- 1.03 The Risk and Quality Manager will discuss the matter with the staff member concerned and their Manager, to determine if the staff member needs to be formally represented, or needs legal advice.
- 1.04 The Risk and Quality Manager will then contact WCDHB Lawyers and arrange for them to either formally represent the staff member concerned, or ask the lawyers to provide advice to the staff member.

### 7. Precautions And Considerations

- ➔ Staff members must inform their Managers as soon as they become aware that they are required to give evidence at a Court or hearing.
- ➔ The Risk and Quality Manager will ascertain from discussions with the staff member, their Manager and the Human Resources Manager if formal representation or legal advice is required.

### 8. References

There are no references associated with this Procedure.

### 9. Related Documents

WCDHB Police Inquires Involving Staff Procedure

<b>Revision History</b>	<b>Version:</b>	8
	<b>Developed By:</b>	Corporate Services: HR
	<b>Authorised By:</b>	Chief Executive Officer
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