

Legal Services Procedure

Schedule 2 Request to Engage an Approved Provider / Notice of Engagement of Alternate Provider

This form must be completed to request approval to engage the services of an approved provider, or to request endorsement of an alternate provider under the [Legal Services Policy] and [Legal Services Procedure].

The completed form should be emailed to [\[helpdesklegal@adelaide.edu.au\]](mailto:helpdesklegal@adelaide.edu.au).

DETAILS	
Name of Person Submitting Request: Click here to enter text.	Email: Click here to enter text.
Position: Click here to enter text.	Phone: Click here to enter text.
College/School/Portfolio/Function: Click here to enter text.	Date of Request: Click here to enter a date.
Relevant Business Partner (eg. People & Culture):	Internal Client (eg. specific School/Function):
PAYMENT OF LEGAL FEES	
Legal Fees to be paid by: Click here to enter text.	
Department ID: Click here to enter text.	Project Code: Click here to enter text.
Purchase Order requested by / to be arranged by:	
Name: Click to enter text.	Title: Click to enter text.
LAW FIRM	
If you have a preferred lawyer:	
Law Firm: Click here to enter text.	Lawyer: Click here to enter text.
Contact Details: Click here to enter text.	

Reason why preferred: [Click here to enter text.](#)

Is the preferred lawyer an Approved Provider? ☐ Yes ☐ No

Select the relevant Legal Category below (More than one category may be relevant for any one engagement)

For more information, refer to the Schedule 1: [Legal Categories of Services for Approved Providers](#) in the [Legal Services Procedure]

- | | | |
|---|---|---|
| <input type="checkbox"/> 1. Registration, Quality and Standards | <input type="checkbox"/> 7. Litigation in any Court or Tribunal | <input type="checkbox"/> 12. Superannuation |
| <input type="checkbox"/> 2. Research and Intellectual Property | <input type="checkbox"/> 8. Property and Environment | <input type="checkbox"/> 13. Procurement of Goods / Services |
| <input type="checkbox"/> 3. National Security & National Interest | <input type="checkbox"/> 9. Administrative and Public Law | <input type="checkbox"/> 14. Acquisition or divestment of Controlled Entities, Land or Property |
| <input type="checkbox"/> 4. Public Accountability and Integrity | <input type="checkbox"/> 10. Estates and Bequests, Donations, Gifts | <input type="checkbox"/> 15. Commercial Law not otherwise covered above, and Competition & Consumer Law |
| <input type="checkbox"/> 5. Criminal Conduct | <input type="checkbox"/> 11. Liquor Licensing | |
| <input type="checkbox"/> 6. Employment and Industrial Law | | |

BRIEF

Provide *detailed* brief of why the engagement is required, including:

- description of the issue
- identification of the points on which advice is needed
- details of other parties (if any)
- timeline of relevant events to date
- timescales / relevant deadlines

Please list your supporting documents below, for example,

- all related documents and correspondence
- relevant business plan and/or risk assessment (as applicable)

Documents may be attached or links provided (i.e. HPECM file or Box folders)

If a brief is not available provide reasons below:

☐ URGENT APPROVAL (less than 24 hours)

☐ Routine

If Urgent Approval is needed please contact General Counsel directly on 0400 804 000 or via email at shanti.berggren@adelaide.edu.au

EXCLUDED MATTERS

☐ Subject Matter is not an *Excluded Matter*

Excluded Matters include advice relating to

- the interpretation or application of the University's enabling legislation, its subordinate legislation, and all instruments pertaining to it; and the University's governance frameworks, protocols and rules; and
- matters as prescribed in Schedule 1: [Legal Categories of Services for Approved Providers](#) of the [Legal Services Procedure]

Excluded Matters are to be directed in the first instance to the Office of General Counsel.

AUTHORISATION

To be completed by General Counsel (or where applicable for conflicted or approved exemptions Vice Chancellor or Deputy Vice Chancellor - Corporate)

☐ Approved / Endorsed ☐ Not approved / Not endorsed ☐ Additional information required (specified below)

Comments:

[Click here to enter text.](#)

Signature:

Date: [Click here to enter a date.](#)

Name:

Title: