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 Engagement (External Lawyers) Policy](https://www.adelaide.edu.au/policies).

The completed form should be emailed to helpdesklegal@adelaide.edu.au.

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| **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. |
| School/Branch/Faculty/Division: Click here to enter text. | Date of Request: Click here to enter a date. |
| Relevant Business Partner (eg. Human Resources):Click here to enter text. | Internal Client (eg. specific Branch/School):Click here to enter text. |
| **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 [Legal Categories of Services for Approved Providers](https://www.adelaide.edu.au/legalandrisk/legal/engaging-external-lawyers). |
| [ ]  1. Registration, Quality and Standards[ ]  2. Research and Intellectual Property [ ]  3. National Security & National Interest [ ]  4. Public Accountability and Integrity [ ]  5. Criminal Conduct[ ]  6. Employment and Industrial Law  | [ ]  7. Litigation in any Court or Tribunal [ ]  8. Property and Environment[ ]  9. Administrative and Public Law [ ]  10. Estates and Bequests, Donations, Gifts[ ]  11. Liquor Licensing | [ ]  12. Superannuation[ ]  13. Procurement of Goods / Services[ ]  14. Acquisition or divestment of Controlled Entities, Land or Property[ ]  15. Commercial Law not otherwise covered above, and Competition & Consumer 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

Click here to enter text (or attach detailed brief).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)Click here to enter text. |
| If a brief is not available provide reasons below:Click here to enter text.  |
| [ ]  URGENT APPROVAL (less than 24 hours) [ ]  RoutineIf 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* are defined in the [Legal Engagement (External Lawyers) Policy](https://www.adelaide.edu.au/policies) and 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 the [Legal Categories of Services for Approved Providers](https://www.adelaide.edu.au/legalandrisk/legal/engaging-external-lawyers).

*Excluded Matters* are to be directed in the first instance to the Office of General Counsel. |
| **AUTHORISATION** |
| **To be completed by General Counsel and Executive Director, Legal and Risk (or where applicable for conflicted or approved exemptions Vice Chancellor or Chief Operating Officer)** [ ]  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: |  |  |