

Legal Policy

Section 1 - Purpose

(1) The purpose of the Legal Services Policy and Procedure is to:

- a. define the scope of legal services provided by Charles Sturt University (the University);
- b. define the responsibilities of officers or consultants involved in the provision of legal services;
- c. define the responsibilities of employees within the University in relation to accessing legal services; and
- d. establish procedures for the management of legal services and matters.

Who does this Policy and Procedure Apply To

(2) The Legal Services Policy and Procedure applies to all employees of the University.

Roles and Responsibilities of Officers Administering this Policy and Procedure

(3) The Legal Services is responsible for providing the administrative structures to support the provision of timely and reliable legal services to employees and officers of the University.

(4) General Counsel, Legal Services, Office of Governance and Corporate Affairs is responsible for the overall management of the provision of legal services to the University.

(5) The General Counsel, Legal Services, Office of Governance and Corporate Affairs is the principal Legal Officer of the University and is responsible for ensuring the provision of independent legal advice in the best interests of the University and consistent with the University's legal obligations.

(6) Legal Officers and external legal consultants are employed or retained to undertake legal work under the direction of the General Counsel, Legal Services, Office of Governance and Corporate Affairs.

Section 2 - Glossary

(7) In this Policy and Procedure:

- a. Act means the [Charles Sturt University Act 1989](#).
- b. Authorised officer means:
 - i. Vice-Chancellor;
 - ii. Deputy Vice-Chancellors;
 - iii. Chief Financial Officer;
 - iv. University Secretary;
 - v. Pro Vice-Chancellors;
 - vi. Executive Directors;
 - vii. Directors;
 - viii. Deans; or

- ix. such other employee as approved by the Vice-Chancellor or University Secretary from time to time.
- c. Agreement includes a contract, deed, memorandum of understanding, lease, license, loan, trust or similar documents setting out the legal rights and obligations of parties.
- d. By-law means the [Charles Sturt University By-law 2005](#).
- e. Court order includes a legal process such as a subpoena, summons, warrants, statements of claim or similar documents.
- f. Employee means all employees of the University, members of the University Council, adjunct staff, contractors and includes employees and contractors of a controlled entity of the University.
- g. Legal work includes legal advice and the drafting or review of an agreement.
- h. Office means the Office of the Vice-Chancellor.
- i. Rules means a rule approved by the Council, Vice-Chancellor or Council under section 32 of the Act.

Section 3 - Legal Policy

Legal Policy Statement

(8) All employees are responsible for promoting and protecting the interests of the University, including complying with the law, and for ensuring that the University complies with the law.

(9) The University will ensure that employees are aware of, and have access to, appropriate and timely legal advice when making legal or quasi legal decisions that may affect the rights or responsibilities of the University or a third party.

When Legal Advice Must be Obtained

(10) Unless otherwise provided by this Policy and Procedure, legal advice must be requested on all legal matters including but not limited to:

- a. contracts and agreements;
- b. legal claims or actions against the University (including letters of demand and threatened legal action);
- c. proposed activities which involve a high risk of civil or criminal liability or where substantial liability may result from the activity;
- d. media inquires regarding pending or potential litigation; and
- e. transactions where the other party is represented by a lawyer.

7 When Legal Advice Does Not Need to be Obtained

(11) It is not necessary to obtain legal advice in the following circumstances:

- a. generic funding or other agreements in standard form prepared by the Commonwealth or NSW Government;
- b. standard agreements approved by the Office of the Vice-Chancellor;
- c. where existing rules, regulations, policies or procedures of the University set out the requirements for the making of a decision.

Name of University Party to an Agreement

(12) Only the University may be named as a party to an agreement between the University and a third party.

(13) A controlled entity may be named as a party to an agreement between the controlled entity and a third party in accordance with this Policy and Procedure.

Client for the Purpose of Legal Advice

(14) The client for the purpose of the provision of legal advice is the University.

Responsibilities of Legal Officers and External Legal Consultants

(15) Legal Officers, and external legal consultants, are responsible for providing independent legal advice in the best interests of the University and consistent with the University's statutory obligations and policies.

(16) Legal Officers, and external legal consultants, are not responsible for providing advice on policy, business or strategic matters in relation to legal work submitted to the Office.

Responsibilities of Employees in Dealing with Legal Work

(17) In dealing with legal work employees must, in accordance with this Policy and Procedure:

- a. ensure that information supplied is complete and accurate and includes all relevant information necessary for the provision of impartial and independent legal work;
- b. maintain the confidentiality of all legal work;
- c. maintain appropriate and complete records;
- d. only communicate in relation to legal work to other University employees directly involved in the matter;
- e. only rely on the legal advice for the circumstances for which it was sought;
- f. only rely on legal advice obtained in accordance with this Policy and Procedure; and
- g. deal with court orders in a timely manner and in accordance with this Policy and Procedure.

Legal Services Not available for Certain People

(18) Legal services will not provided to:

- a. students (including research students in relation to research projects);
- b. employees in their personal capacity; or
- c. entities in which the University has an interest but over which it does not exercise control (within the meaning of a controlled entity in section 50AA of the Corporations Act 2001).

Management of Claims or Actions Against the University

(19) The University, through its employees and Legal Officers, will act fairly in the management of all claims or actions against the University (but is not precluded from acting firmly in pursuit of its rights), including:

- a. acting consistently;
- b. not taking purely technical points when no prejudice has been suffered;
- c. avoiding undue delay;
- d. not requiring the other party to prove facts which the University knows to be true (nevertheless, properly testing claims against it);
- e. not caving in to spurious demands;
- f. generally pursuing costs awarded in the University's favour;
- g. paying legitimate claims without litigation, including making partial settlements of claims or interim payments, where it is clear that liability is at least as much as the amount to be paid;
- h. endeavouring to avoid litigation, wherever possible;
- i. where it is not possible to avoid litigation, keeping the costs of litigation to a minimum;

- j. not taking advantage of a claimant who lacks the resources to litigate a legitimate claim; and
- k. not undertaking and pursuing appeals unless the University believes that it has reasonable prospects for success or the appeal is otherwise justified in the University's interest.

(20) The University will continually consider whether a dispute is susceptible to alternative dispute resolution (e.g. mediation or arbitration) and will promote or agree to alternative dispute resolution wherever appropriate. All agreements formed by the University's should generally include a dispute resolution clause.

(21) The fundamental criterion for settling a claim against the University is that the settlement be in accordance with legal principle and practice. In particular:

- a. there must be at least a meaningful prospect of University liability (ie. clearly spurious claims should not be settled merely to avoid the cost of defending them); and
- b. the amount of the settlement should reflect the prospects of the claim succeeding in Court, and the prejudice to the University (by way of costs or otherwise) of continuing to defend the claim.

Section 4 - Procedures

Part A - Procedure for Requesting Legal Services

Requesting Legal Work

(22) All requests for legal work must be submitted to the General Counsel in accordance with this Chapter.

Written Requests for Legal Work

(23) A request for legal work must be in writing and submitted using the forms approved by the Office of Governance and Corporate Affairs from time to time.

Requests to be Submitted by Authorised Officer

(24) A request for legal work must initially be submitted by an authorised officer with line responsibility for the area of activity.

(25) Any changes to a request for legal work must be approved in writing by the authorising officer who approved the initial request.

Authorised Officer May Appoint Instructing Officer

(26) An authorised officer may appoint another employee of the University to provide instructions, and deal with legal matters in their area, on a case to case basis ('the instructing officer').

(27) Where an instructing officer has been appointed, the instructing officer will have the same authorities and responsibilities as the authorised officer.

Request Must be Submitted in a Timely Way

(28) A request for legal work must be made at the earliest opportunity to ensure that there is adequate time to provide legal advice before any action is required and the area requesting the advice has time to properly consider and respond to the advice.

Requests to Include Clear Instructions

(29) A request for legal work must contain clear instructions including:

- a. background information;
- b. copies of relevant documents;
- c. specific legal questions to be answered;
- d. desired outcome of the request; and
- e. the date the work must be completed.

Timeframe for Provision of Legal Services

(30) In straightforward matters, legal advice will be provided within 21 days.

(31) In other matters, the timeframe will be advised by the University Solicitor.

Requesting Urgent Legal Advice

(32) Urgent legal advice may be requested at any time by telephone or email.

(33) A request will not be considered urgent simply because an employee failed to request advice in a timely manner.

Requesting Straightforward Legal Advice on the Telephone or Email

(34) A request for legal advice may be made by any employee on the telephone or by email if the request relates to a straightforward legal issue.

(35) The General Counsel will determine whether a matter is appropriate to be addressed on the telephone or by email on a case to case basis.

(36) The General Counsel may establish times when telephone legal advice is available to employees.

Part B - Procedures for Obtaining Advice from an External Legal Consultant

Work May Only be Referred to External Legal Consultants in Accordance with this Procedure

(37) Work will only be referred to an external legal consultant in accordance with this Chapter.

Legal Panel Contract to be Established

(38) A Legal Panel Contract will be established and maintained by the Office of Governance and Corporate Affairs for the referral of legal advice to external legal consultants.

Director May Refer a Matter to an External Legal Consultant

(39) The General Counsel, Legal Services, Office of Governance and Corporate Affairs, may approve the referral of a legal work to an external legal consultant from time to time.

(40) Where a matter is referred to an external legal consultant, the General Counsel, Legal Services, Office of Governance and Corporate Affairs will select the consultant from the Legal Panel Contract most appropriate for the type and nature of work required.

(41) The General Counsel, Legal Services, Office of Governance and Corporate Affairs will supervise, instruct and approve the external legal consultant's services and fees on behalf of the University.

Manager May Recommend Referral to External Legal Consultant not on Legal Panel Contract.

(42) The General Counsel, Legal Services, Office of Governance and Corporate Affairs may recommend to the University Secretary or the Vice-Chancellor that a matter is referred to an external legal consultant that is not on the Legal Panel Contract where, in the opinion of the manager, the members of the Panel do not have the required skills, knowledge or experience to advise on the legal work.

Certain Executive Directors May Refer a Matter to an External Legal Consultant

(43) The Chief Financial Officer may refer legal work to an external legal consultant retained by an insurer under the University's contracts of insurance.

(44) The Executive Director, People and Culture, may refer legal work to an external legal consultant in relation to employment law matters or to a consultant retained by the Australian Higher Education Industrial Association.

(45) The Deputy Vice-Chancellor (Research) may refer legal work to an external legal consultant on the Legal Panel Contract in relation to intellectual property and consultancy matters.

28 Register of Referrals to External Legal Consultants to be Maintained

(46) A register of all referrals of legal work to external legal consultants must be maintained by each officer of the University authorised under this Chapter to refer work.

(47) The Register will include:

- a. title of the matter;
- b. brief description of the matter;
- c. parties to the matter;
- d. firm or individual to whom the matter referred;
- e. date of referral and duration of consultancy; and
- f. total cost of legal work.

(48) The register will be forwarded to the Office of the Vice-Chancellor annually.

Part C - Procedures Relating to Agreements

Authority to Negotiate Agreement

(49) An employee will only commence negotiations for an agreement with a third party after obtaining the written consent of the authorised officer responsible for the specific area of activity and in accordance with any other University policy or procedure relevant to the formation of the agreement.

Authority to Sign Agreement

(50) An agreement will only be signed by an employee who has been granted an delegation to sign an agreement in accordance with the delegations set out in the Delegations for Signing of Documents.

Circumstances Where University Will Not Enter into an Agreement

(51) An employee will not enter into negotiations, or continue negotiations, for an agreement with a third party where it is required, or becomes clear, that any resultant agreement will require the University to:

- a. undertake tasks or functions that are not permitted under the Act, By-law or Rules;
- b. breach a mandatory requirement or procedural obligation imposed under the Act, By-law or Rules;
- c. breach a legal requirement under the general laws of Australia or in the jurisdiction in which the services or goods under the agreement are to be delivered.

Controlled Entities Must Obtain Approval of Vice-Chancellor to Enter into Agreements

(52) A controlled entity will obtain the approval of the Vice-Chancellor to enter into a contract or agreement with a third party, including where the University is the other party, prior to initiating negotiations with the third party and will only do so within the limits of authority under its Articles of Association or Constitution and in compliance with the Corporations Act 2001 and such laws that may regulate the performance of the contract or agreement in the jurisdiction in which the contract or agreement is formed or the goods or services delivered under the contract or agreement.

Review of Agreements Prepared by Third Parties

(53) Unless otherwise exempted by this Policy and Procedure, all agreements prepared by a third party for execution by the University must be submitted for legal review to the University Solicitor.

Request to Draft Agreement

(54) A request to draft an agreement will be submitted in accordance with Chapter 3.

(55) The General Counsel, Legal Services, Office of Governance and Corporate Affairs may establish additional requirements, and approve additional forms, for requests relating to agreements.

(56) Where an employee is aware that an agreement will need to be drafted in the future, the employee must notify the General Counsel, Legal Services, Office of Governance and Corporate Affairs at least 3 months (or where the agreement is complex at least 6 months), prior to the legal services being required to ensure sufficient time is available to draft the agreement and to negotiate amendments with the third party.

(57) The authorised officer is responsible for ensuring that all relevant areas of the University who are, or may be, affected by, or have obligations under, a proposed agreement are fully consulted in the negotiation of the agreement. Legal Officers will not be responsible for checking whether areas have been consulted.

Standard Agreements

(58) The Vice-Chancellor may approve Standard Agreements from time to time in areas where the risks associated with the activity are low or quantifiable or the form of arrangement for the activity is routine.

(59) An approved Standard Agreement represents the University's basic requirements for that type of agreement and may not be varied, except to the extent provided in the Standard Agreement.

(60) Employees may use a Standard Agreement as a basis for negotiation with a third party.

(61) The terms and conditions set out in the Standard Agreements are approved as a standard format for contracts of that type. Standard Agreements must not be varied, amended or altered without the approval of the General Counsel, Legal Services, Office of Governance and Corporate Affairs.

Translation of Agreements into Other Languages

(62) The translation of agreements into foreign languages must be undertaken by accredited legal translators appointed by the General Counsel, Legal Services, Office of Governance and Corporate Affairs.

(63) The cost for the translation of agreements or other documents into other languages will be charged to the Faculty, division or centre requesting the work.

Part D - Procedures Relating to Legal Records

Separate Legal File to be Created

(64) All correspondence and communications (including notes) relating to legal work will be maintained in a separate TRIM file marked 'Strictly Confidential' or 'Commercial in Confidence'.

(65) To preserve confidentiality and legal privilege for oral and written communications in relation to legal work all correspondence, notes, documents and communications relating to the legal work should be individually marked "Strictly Confidential" or "Commercial in Confidence".

(66) Where legal work relates to a named individual (e.g. litigation), the file name will not include the name of that person to ensure the privacy of any parties to the legal work.

(67) The University Solicitor will maintain a central legal file for all legal work in accordance with this clause.

Legal Records and Files to be Kept Separately from Other Files

(68) All employees should keep legal files confidential and segregated from open files.

Employees to Supply Legal Files on Request

(69) Employees must supply any legal files or material immediately on request from the Vice-Chancellor, General Counsel Legal Services Office of Governance and Corporate Affairs.

Confidentiality Not to be Used Artificially

(70) As a public institution the University is subject to the Freedom of information Act 1989 and is committed to transparency and accountability in its activities. An employee will not seek to artificially make documents confidential for the purpose of avoiding the University's ordinary obligations of public accountability.

Part E - Procedures Relating to Communication in Relation to Legal Matters

Communication with Third Parties

(71) The authorised officer or instructing officer is responsible for the management of all communications with third parties.

(72) In general, Legal Officers will not communicate directly with third parties in relation to a legal work, or respond to communication by third parties to a Legal Officer, without the presence of the instructing officer in those discussions. Legal Officer will generally refer all third party contacts to the authorised officer or instructing officer concerned to ensure all communication is through a single pathway to reduce the risk of miscommunication or inconsistency in the University's approach.

(73) The General Counsel, Legal Services, Office of Governance and Corporate Affairs has the authority to take over

direct communication with a third party in relation to any legal matter at any time in the best interests of the University. This authority will generally only be exercised in relation to legal matters involving actual or potential litigation or where the third party is legally represented.

Part F - Procedures for Dealing with Court Orders

Definition of Court Order

(74) A court order is any order issued under the seal of a court. Non compliance with a court order may result in a party's arrest. A court order may include a subpoena, summons, notice to produce, search warrant or writ and may require a party to attend court or to produce documents to the court.

Officers Responsible for Responding to Court Orders for Production of Documents

(75) Service of any court order against the University should be addressed to General Counsel, Legal Services, Office of Governance and Corporate Affairs in the first instance. The following 'responsible officers' will then be asked to respond to the subpoena on behalf of the University:

Court orders for production of employee records	Executive Director, People and Culture
Court orders for production of student records	Executive Director, Division of Student Administration
Court order for the production of subject materials, course materials or related materials	Dean of Faculty
All other courts orders	General Counsel, Legal Services, Office of Governance and Corporate Affairs

(76) After finalisation of the response to the court order, the responsible officer shall forward to the General Counsel, Legal Services, Office of Governance and Corporate Affairs a copy of the court order and all information supplied in response to that court order for registration in a central TRIM file.

44 Information to be Provided in Response to Demand in the Timeframe Specified

(77) The University is required by law to comply with any demand for information contained in a court order and must generally supply all information required by the court order in the time frame provided.

(78) Upon receipt of a court order, the responsible officer must immediately assess whether the information is held by the University and can be collated and returned in the timeframe required.

(79) Where, after completion of this assessment, the responsible officer does not believe that the information can be supplied within the timeframe for return of the documents, the responsible officer must contact the General Counsel, Legal Services, Office of Governance and Corporate Affairs immediately to discuss options for obtaining an extension of time.

(80) The responsible officer should contact General Counsel, Legal Services, Office of Governance and Corporate Affairs for advice if:

- a. the University is named as a party to the litigation;
- b. the requested information includes legal advice or correspondence;
- c. the requested information includes counselling records relating to a sexual assault;
- d. the responsible officer is unable to comply with the court order in the required time frame; or
- e. the responsible officer believes the information should not be supplied, or part of the information should not be supplied.

(81) The General Counsel, Legal Services, Office of Governance and Corporate Affairs may, after consultation with the Vice-Chancellor, determine whether or not to claim privilege over certain documents, oppose the court order or seek extra time to comply.

(82) In all other cases, the information required by the court order must be supplied by the time limit set out in the order.

(83) All employees must provide such assistance to the responsible officer as is required to meet the requirements set out in the court order within the time frame provided.

Dealing with Letters of Demand, Actions or Claims

(84) Where an employee is served with a letter of demand, action or claim naming:

- a. the University;
- b. an employee of the University in their employment capacity; or
- c. a controlled entity of the University;

as defendant, the document must be referred to the General Counsel, Legal Services, Office of Governance and Corporate Affairs immediately.

(85) The employee who has received service of the claim, action or demand should contact the General Counsel, Legal Services, Office of Governance and Corporate Affairs immediately to advise that the process has been served.

Dealing with Court Orders for Production of Documents Served on Employees

(86) Where a court order is left with or served on an employee of the University for the production of documents, the court order must be immediately sent to the officer set out in clauses 71-73 responsible for responding to that type of court order. Any delay in advising of such service may be prejudicial to any further actions to be taken by the University.

Dealing with Court Order Requiring Employee to Give Evidence or Answer Questions in Court

(87) Where an employee is served with a court order to give evidence in their professional capacity, the employee must comply with that notice.

(88) Where an employee does not wish to comply with such a court order, the employee may discuss the matter with the University Solicitor.

(89) An employee so served must inform the University Solicitor.

Fees for Responding to Court Orders

(90) Fees accompanying a court order are normally referred to as 'conduct money'. Conduct money must provide reasonable recompense for the cost to the University of complying with a subpoena. Unless otherwise determined by the court, the General Counsel, Legal Services, Office of Governance and Corporate Affairs may determine the amount of conduct money required by the University.

Part G - Procedures Relating to Government and Police Investigations

Lawful Investigations

(91) Employees shall assist government authorities (including the Police) in any lawful investigation.

(92) In general, where a lawful investigation is being conducted the investigating officer should supply the employee with a copy of a court order or formal letter setting out the basis for the investigation. This requirement may not be observed where the investigation is being undertaken because of an imminent threat to the health and safety of a person.

(93) Where an investigator from a government agency (including the Police) requests an interview with an employee, or seeks data, documents, or access to files, they should be told that the University will generally cooperate but only after consultation with the General Counsel, Legal Services, Office of Governance and Corporate Affairs. Without any further response to the investigator, the employee should immediately telephone the University Solicitor for advice and instructions.

(94) Where the investigator advises an employee that the investigation concerns an imminent threat to the health and safety of a person, the employee may assist the investigator without reference to the General Counsel, Legal Services, Office of Governance and Corporate Affairs. The employee should advise the University Solicitor as soon as is reasonably practicable.

(95) Employees must not disclose personal information about any person as part of informal inquiries by a government authority that cannot be established to be part of a "lawful investigation" by reference to a court order or official document except as provided above.

Part H - Procedures Relating to Litigation

Only Vice-Chancellor May Authorize Litigation

(96) Only the Vice-Chancellor may commit, or authorise the commencement, of legal action or claims on behalf of the University against third parties after obtaining legal advice.

(97) No other employee may threaten or commence legal action against a third party, or commit the University to litigation, with a third party.

Office to Manage or Oversight Litigation

(98) Except as provided by this Chapter, the General Counsel, Legal Services, Office of Governance and Corporate Affairs will manage all litigation and other legal proceedings on behalf of the University and will advise on all other litigation matters.

Insurance Company to Manage Certain Litigation

(99) The University's insurers are responsible for the management of claims against the University in relation to insured risks, including the management of legal work for such claims subject to the specific terms and conditions of the insurance contract.

(100) Where the University's insurers accept a claim, the insurer becomes the entity responsible for the management of the claim, including for any litigation relating to the claim in accordance with the terms and conditions of the contract of insurance.

(101) The insurer's responsibility includes developing appropriate strategies for the defence and settlement of claims in consultation with the University.

(102) The Chief Financial Officer is, for the purpose of litigation covered by the University's insurance, the authorised

officer and may instruct external legal consultants directly.

Litigation Relating to Employment

(103) The Executive Director, People and Culture, is responsible for the management of claims against the University in relation conditions of employment, industrial instruments and all related employment matters, including the management of legal work for such claims in accordance with this Policy.

Litigation Relating to Debt Recovery

(104) The Chief Financial Officer, is responsible for the management of litigation and claims in relation to the recovery of debts owed to the University in accordance with the University's Policy on Bad and Doubtful Debts (FIN08) and this Policy and Procedure.

Settling Claims Made Against the University

(105) The Vice-Chancellor has authority to settle claims up to the financial delegation for that officeholder, where settlement is considered to be in accordance with legal principle and practice. In all other cases, the Executive Committee of the University Council, or the University Council, has authority to settle claims in accordance with the relevant delegations.

(106) Where the University wishes to settle a claim for an amount that exceeds \$10,000, the settlement cannot be made without written advice from the University Solicitor that the settlement is in accordance with legal principle and practice.

Issuing of Apologies when Litigation Pending or Commenced

(107) An employee will not issue an apology on behalf of the University where a legal claim or action has commenced, or has been threatened.

(108) The Vice-Chancellor may issue an apology after obtaining legal advice from the University Solicitor.

Use of Statutes of Limitation

(109) The University will rely on a statute of limitations defence, and oppose applications for extension of limitations periods, unless approval not to do so is given by the Vice-Chancellor, Executive Committee or the Council (depending on the quantum of the claim). Such approval will normally be given only in exceptional circumstances or where it is expected that the application would succeed.

Litigation Between the University and Controlled Entities

(110) Clauses 110, 111, 112 and 113 apply where civil proceedings are being contemplated by a controlled entity of the University, or an entity in which the University has an interest, against another University entity or the University (including civil proceedings by way of cross claim) or if proceedings are commenced against two or more University entities.

(111) Civil disputes between University bodies must not be litigated unless all attempts have been made to resolve the dispute between the Vice-Chancellor, or a senior representative, and the Chairman of the Board of the entity, or a senior representative of the Chairman, with a view to resolving the matter without recourse to litigation.

(112) Where it is not possible to resolve the matter in dispute in this way, the parties will submit the dispute to mediation administered by the Australian Commercial Disputes Centre (ACDC) in accordance with the ACDC Guidelines for Commercial Mediation in place at the date of referral.

(113) In the event that the mediation is unsuccessful, the parties will submit the dispute to arbitration in accordance with the ACDC's Guidelines on Commercial Arbitration in place at the time of referral.

Part I - Procedures Relating to Failure to Comply with Policy and Procedures

Faculties and Division May be Required to Pay Costs for Failing to Comply with this Policy or Procedure

(114) Any additional costs incurred in the provision of legal work (such as referral of a matter to external legal counsel) that arise because of a failure by an employee to:

- a. comply with this Policy and Procedure;
- b. obtain appropriate legal advice in relation to a legal matter;
- c. properly instruct the Office in the first instance or to supply complete or accurate information in a timely manner; or
- d. notify the Office in a timely manner of the need for legal advice or work well ahead of an agreed deadline;

will be charged to the Division, Faculty, School or entity concerned unless otherwise approved by the Vice-Chancellor.

Employee Failure to Comply with Policy or Procedure

(115) A breach of this Policy or Procedure by an employee may be dealt with as a disciplinary offence under the relevant University disciplinary procedures.

Section 5 - Guidelines

(116) Nil.

Status and Details

Status	Current
Effective Date	22nd May 2014
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