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| To | Legal (legal@nd.edu.au) |
| From | **Legal requests will only be accepted from a HoS ./ Director (or above) AND with Senior Executive approval** via email to [Legal@nd.edu.au](mailto:Legal@nd.edu.au) stating approval of the review.  *This is for a file record that a Senior Executive is aware of the matter.* |
| CC | ***Note:*** *Cc Executive, at the time of the request (or email to Legal), is not considered approval.* |
| Date |  |
| Subject |  |
| Attach | ***[Attach Agreement/MOU/Business Case etc and Approval]*** |

**Background**

*[Provide a brief background – if an agreement/MOU, what is the purpose of the agreement and how will it be used, who has been involved in negotiating the terms, is it a renewal of an existing agreement or is it a new agreement, does it relate to any other agreement the University has entered into etc.]*

*[Advise whether anyone from the Legal team has had any involvement with this matter and, if so, what that involvement has been, including whether anyone has given legal advice previously]*

*[Advise of all relevant matters the Legal Office should know in order to review the document or consider the issue]*

*[Attach any other relevant documents that the Legal team may need to refer to and explain relevance]*

**Confidentiality**

*[Advise of specific confidentiality or privacy issues]*

**Deadline**

***Please:***

* ***Advise a specific date and not ‘ASAP’ etc.***
* ***Allow 10 working days for the review to be completed.***
* ***If the matter is urgent, state the reason for the urgency.***

**Contact (Internal & External)**

*[Please include here if you authorise another staff member to liaise with Legal Counsel on this matter]*

**Any other Matters**

*[Advise of any matters you consider relevant]*

**Approvals**

*[The Finance Office approves & advises on procurement, budget, financial terms and conditions and tax relating to all agreements, MOUs and business cases. Accordingly, one of the following confirmations should be made:*

“I confirm that this document has been reviewed and approved by the Finance Office [name].”

***OR***

“This document is yet to be reviewed and approved by the Finance Office.” ***[If this is the case, please note that before the document is approved or executed, it will be sent back to you to obtain approval from Finance before proceeding]***