

REQUESTING LEGAL SERVICES FRAMEWORK

	MOU (substantially non-binding)	Agreement ->\$100,000	Agreement <\$100,000	Sale or Licence of IP	Sale of Land & Major Lease (>10 yrs or >\$750,000 Rent)	Minor Lease (< 10 yrs & <\$750,000 total Rent)	Recruitment Agent for International Students	Articulation/ Pathway/ Agreement	New Partner Agreement or Major Amendment	Minor Amendment to Partner Agreement (eg new course)	Exchange Agreement	Written legal advice generally
Request for Legal Services Form	Yes-unless authorisation in writing from DVC, PVC, Executive Dean or Director	Yes	Yes	Yes	Yes-unless authorisation in writing from DVC or PVC	Yes-unless authorisation in writing from DVC or PVC	Yes	Yes-unless authorisation in writing from DVC, PVC, Executive Dean or Director	Yes-unless authorisation in writing from DVC	Yes-unless authorisation in writing from DVC, PVC, Executive Dean or Director	Yes	Yes-unless authorisation in writing from DVC, PVC, Executive Dean or Director
Other Approvals		Procurement approval for supply agreement. Research Services approval for research agreement.	Procurement approval for supply agreement. Research Services approval for research agreement.					International and Partners Committee	International and Partners Committee	International and Partners Committee		
Executive Dean or Director Approval of Final Draft	No	Yes- if relevant to the Executive Dean or Director's area.	No	Yes	No	No	No	Yes	Yes	No	No	No
DVC or PVC Approval of Final Draft	No	No	No	No	Yes	No	No	No	Yes	No	No	No