Legal Services Policy

1 Purpose

To establish the role and responsibilities of the Legal Office.

2 Scope

This policy applies to all Employees.

3 Policy Statement

The Legal Office assists the University to meet Regulatory Compliance Obligations, comply with University Policies and to accomplish strategic and operational goals.

This policy outlines the types of legal services available to the University. For guidance on how to use these services, refer to the Legal Services Procedure.

4 Principles

4.1 Exclusive client

The Legal Office represents and acts in the interests of the University.

The Legal Office may only be engaged on legal matters concerning the University. The Legal Office cannot provide advice or assistance in relation to personal matters or in relation to a complaint, dispute, claim or other matter raised by a person against the University, including such matters which arise out of their employment by, engagement with, or enrolment at the University.

4.2 Responsibilities of University Lawyers

University Lawyers are independent legal advisors to the University and generally do not act as Decision-makers on University matters.

The Legal Office is rarely the owner or sponsor of a University transaction or activity and accordingly does not make any commercial, business or strategic Decision about the advisability or commercial merits of the proposed action or transaction.

The Legal Office will from time to time facilitate the engagement of External Lawyers to provide specialist legal services.

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4.3 Legal Services

The Legal Office provides all of the services listed in the Legal Services Procedure, including but not limited to:

- general legal advice, such as relating to legislative obligations;
- litigation and dispute resolution; and
- advice on University agreements or contracts, including the preparation of terms and conditions which are compliant with law, and advising how to express the commercial terms directed by the Decision-maker in a way that is legally enforceable.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Accountable Officer	Director (Governance and Compliance)
Responsible Officer	Director (Governance and Compliance)
Policy Type	Executive Policy
Policy Suite	Legal Services Procedure
Subordinate Schedules	
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	23/4/2029
Relevant Legislation	*Civil Proceedings Act 2011* (Qld) *Competition and Consumer Act 2010* (Cth)

	Copyright Act 1968 (Cth) *Evidence Act 1977* (Qld) *Fair Work Act 2009* (Cth) *Freedom of Information Act 1982* (Cth) *Information Privacy Act 2009* (Qld) *Legal Profession Act 2007* (Qld) *Patents Act 1990* (Cth) *Public Records Act 2023* (Qld) *Public Sector Ethics Act 1994* (Qld) *Right to Information Act 2009* (Qld) *Trade Marks Act 1995* (Cth) *University of Southern Queensland Act 1998* (Qld) *Work Health and Safety Act 2011* (Qld) Queensland Law Society Australian Solicitors Conduct Rules 2012
Policy Exceptions	Policy Exceptions Register
Related Policies	Access to Information Policy (under development) Code of Conduct Policy Delegations Policy Enterprise Risk Management Policy Information Privacy Policy (under development) Intellectual Property Policy Procurement Policy Records and Information Management Policy Research Code of Conduct Policy Student General Conduct Policy

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Related Procedures	Access to Information Procedure (under development) Information Privacy Procedure (under development)
Related forms, publications and websites	Contract Management Framework Enterprise Agreement ServiceHub
Definitions	**Terms defined in the Definitions Dictionary**
	Contract Management System The 'Open Windows' system approved by the University to facilitate contract initiation, registration and management activities. Decision A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University. Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. External Lawyer A lawyer who is not a University Employee and who is engaged by the Legal Office to act on behalf of the University to provide legal services. Regulatory Compliance Obligation An external obligation provided in Regulatory Compliance Instruments. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

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	University The term 'University' or 'UniSQ' means the University of Southern Queensland. University Contract Template A standard contract document which has been approved by the Legal Office for use by the University for particular designated transactions. University Members Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable. Vice-Chancellor The person bearing the title of Vice-Chancellor and President, or as otherwise defined in the University of Southern Queensland Act 1998 , including a person acting in that position.
	Definitions that relate to this policy only
	Legal Office Means the office of Legal Services within the Enterprise Services Division of the University. **University Lawyers** Means Employees who are qualified lawyers who have been employed to work within Legal Services.
Keywords	
Record No	14/2551PL

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