

# Sydney Diocesan Services

## Policy on obtaining external legal services

### Introduction

- 1. This policy establishes the process for obtaining external legal services.

### Approval process

- 2. Subject to 3, external legal services required for Sydney Diocesan Services (“SDS”) are to be obtained only by or with the approval of the Chief Executive Officer or his nominee.
- 3. An SDS Executive may obtain external legal services for SDS without the approval of the Chief Executive Officer for the purposes of obtaining a review of a commercially significant contract provided the Chief Executive Officer is notified.
- 4. External legal services required for an organisation served by SDS are to be obtained in accordance with –
  - a. an authorizing resolution of the board of the organization, or
  - b. a delegation of authority from the organization

and otherwise by or with the approval of the Chief Executive Officer or the SDS Executive responsible for managing SDS’s relationship with the organisation.

- 5. Before obtaining the services or approving the services to be obtained, consideration should be given as to whether the services should be provided in-house.
- 6. For the purposes of this policy –
  - a. “external legal services” does not include, and
  - b. “in-house” legal services does include, services provided by SDS Legal Limited.
- 7. Before any external legal services are obtained, the person who is responsible for obtaining the service is to –
  - (a) obtain a cost estimate for the services before they are provided, and
  - (b) notify the person responsible for approving the services of any cost estimate in excess of \$20,000.

### Policy Status –

Date	Comments
18 December 2013	Board Approval
December 2015	Reviewed
February 2017	Reviewed
December 2017	Reviewed
December 2018	Board approved amendments
November 2019	Board approved amendments
February 2024	Board approved amendments