**FINANCIAL POLICIES AND PROCEDURES**

**SECTION 2: RISK**

**POLICY 3: LEGAL ADVICE**

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| **Policy Rationale** | [organisation] will seek quality cost effective legal advice where required in order to minimise the organisation’s exposure to legal risk. |
| **Policy Statement(s)** | [organisation] shall obtain legal advice when it is reasonable and prudent to do so.The seeking of any legal advice or entering into any litigation should only be undertaken in accordance with [organisation]’s Delegated Authorities,Where legal advice is to be obtained, it should be:1. From suitably qualified barristers and or solicitors
2. Conducted in a timely manner
3. Following receipt and approval (by [organisation]’s CEO or Board, depending on delegated authority limits) of a quote for the anticipated legal engagement
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| **Policy Implementation and Related Procedure Documents** | The implementation and review of these Legal Advice policies are the responsibility of [organisation]’s Audit, Finance & Risk Committee.As per [organisation]’s Delegated Authorities, [organisation]’s Board and or CEO will be responsible for seeking any legal advice or entering into any litigation as and when required.[organisation]’s CEO will be responsible for informing the Board, through [organisation]’s Audit, Finance & Risk Committee, of any impending or anticipated legal issues.The following [organisation] policies and frameworks should be referred to in this regard:* Delegated Authorities Policy
* Accountability, Internal Controls & Audit Policy
* Risk Management Policy
* Incorporated Society Rules [if an Incorporated Society]
* Trust Deed [if a Trust]
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| **Legislative Compliance Considerations** | * Lawyers and Conveyancers Act (Lawyers: Conduct and Client Care) Rules 2008 (sets out rights when you receive legal advice)
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| **Review Protocol** | Policy Reviewed By: Audit, Finance & Risk CommitteeDate Reviewed: [Date]Next Review Date: [Date]Revokes Policy Reviewed: [Date] |