**Nominated Personnel Approval Template**

Nominated personnel in the categories of Partner, Special Counsel and Senior Associate that have not been listed in the executed Professional Services Deed, and are required to be engaged on a legal matter, require prior approval by the Executive Contract Manager on behalf of the State **before** the work commences on the matter.

**Note:** 1. **All** sections must be completed if seeking formalapproval for nominated personnel to be added to sub panels/areas of law that your panel firm was awarded to under the NSW Government Legal Services Panel.

2. Complete sections 1 - 6 to seek an exception for a staff member who is required to assist on a sub panel/area of law matter, which they do not specialise in, but their skill set is required. Panel Firm tax invoices will still be processed for staff members who fall under this category,

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| 1. **Name**
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| 1. **Panel Firm**
 | ...Select Panel Firm... |
| 1. **Previous Firm**
 | (Insert name of previous Panel Firm, if applicable) |
| 1. **Resource Grade**
 | (Grade as set out in the fee structure in Returnable Schedule 7)...Select Resource Grade... |
| 1. **Area(s) of Law**
 | List the sub panel(s)/area(s) of law the staff member is seeking approval for, using the following format: Sub Panel 6: Litigation and Inquires Area of Law(a): Liability Litigation Only request approval for sub panel(s)/area(s) of law that the proposed staff member specialises in. For example, **formal** approval will not be given if the proposed staff member is a disputes resolution lawyer seeking approval for a sub panel 2(a) Commercial and Contractual front end matter. In this instance, an exception will need to be sought (complete sections 1 - 6 only). |
| 1. **Exception to work on an isolated matter**
 | (Include a brief description of the matter, experience of the proposed staff member, sub panel/area of law and client reference)  |
| 1. **Post Admission Experience (PAE)**
 | (Years since Admission (PAE) or years of work not including any interruptions or time-off) |
| 1. **Skills**
 | (List skill-sets that the proposed staff member excels in specifically related to the role proposed for) |
| 1. **Public Sector**
 |  (List specific and detailed examples of Public Sector experience that relate to the sub panel(s)/area(s) of law requested above) |
| 1. **Career historical track record**
 | (List by role / client organisation / length of time on project / achievements / outcomes) |
| 1. **Formal qualification and memberships**
 | (Formal qualifications and memberships to relevant industry groups such as Law Society, AICD, Governance Institute of Australia , or other) |