

OLSC SIGNIFICANT ISSUES – INITIAL REPORT

1. Agency/Department:	Date of Report:
2. Agency/Department Contact Officer Details: Name: Phone Number: Email:	
3. Agency/Department's External Legal Service Providers (including Counsel): Contact Officer Details: Name: Phone Number: Email:	
4. Matter Name (if applicable) and Court/Tribunal and Reference Details (if applicable):	
5. Matter Type (please select): <input type="checkbox"/> Litigation (Party) <input type="checkbox"/> Litigation (Non-Party) (eg. summons, order for production etc) <input type="checkbox"/> Monetary claim <input type="checkbox"/> Other (please specify, eg. FOI, contract dispute)	
6. Other Party/Parties to the Matter: Contact Details: Name: Phone Number: Email:	
7. Key Milestones/dates (eg. Court/tribunal dates, deadlines for payment etc): <i>[Attach timetable or other information, as applicable].</i>	
8. Is there any other Commonwealth Agency/Department affected by this matter? <input type="checkbox"/> Yes, please go to question 9 <input type="checkbox"/> No	

9. Please provide details of any consultation which has or will occur with the other Commonwealth Agency/Department:

Contact Officer Details of Other Commonwealth Agency/Department:

Name:

Phone Number:

Email:

10. Summary of Legal Issue(s):

11. Why Significant Issue? (For guidance, refer to OLSC Guidance Note 7- Reporting On Significant Issues)

12. Further Background Information:

13. Attachments:

[List any attachments to this report, eg: such as Statement of Claim, court documents, contracts etc]

14. Proposed Reporting Intervals to OLSC:

[Note: once a matter has been reported to OLSC as significant, OLSC then requires monthly updates on the progress of the significant matter. However, if the issue is likely to have a low level of activity, and a monthly report would not be appropriate, you should outline your proposed reporting interval here. Alternatively, if a matter is moving rapidly, more frequent reports may be required].

Please note that once a matter has been reported to OLSC, OLSC will acknowledge receipt of the significant issues report and will provide the agency with the relevant contact details for the OLSC officer handling the matter.