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| DOCUMENT TYPE | D |  LA TROBE UNIVERSITY |
| ADMINISTRATIVE | 5 | |
| GOVERNANCE | 1 | |
| LEGAL & CONTRACTS | 4 | |
| NUMBER | 002 | |
| | | Policy Database Document Reference Number 514002D |

CONTRACT SIGNING DELEGATION PROCEDURES

| Parent Policy Title | Contract Signing Policy | | | | | |
|---|---|------|---------|---------------------------------------|---|--|
| Associated Documents | Not Applicable | | | | | |
| Preamble | The Contract Signing Delegations refer only to contract or agreement signing authorities. They do not deal with approval procedures, which vary from area to area. | | | | | |
| General | <p>There is no necessary relationship either conceptually or in terms of good governance practice between the authority to expend and the authority to sign various and complex forms of contracts/agreements into which the University enters from time to time.</p> <p>Irrespective of the particular signing authority, it is a continuing requirement that before a contract or agreement to which the University is a party is signed the terms of the contract or agreement must be reviewed and approved by University's Legal Services and all required approvals must be obtained.</p> | | | | | |
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| Item | Section | | | | | |
| Approved Contract Signing Delegations | 1 | | | | | |
| 1. Approved Contract Signing Delegations | Council has approved the contract signing delegations set out in Table A of these Procedures. A person occupying a position listed in Table A of these Procedures or acting in that position may sign a contract of the type and within the limits as specified in Table A of these Procedures. | | | | | |
| Status | <p>New format</p> <p>The implementation of the latest version of these procedures supersedes all previous versions of these procedures and all previous contract signing delegations.</p> | | | | | |
| Approval Body | Council 15 December 2008 | | | | | |
| Initiating Body | Vice-Chancellor | | | | | |
| Definitions | <p>VC: Vice-Chancellor</p> <p>DVC: Deputy Vice-Chancellor</p> <p>DVC(R): Deputy Vice-Chancellor (Research)</p> <p>DVC(I & FS): Deputy Vice-Chancellor (International and Future Students)</p> | | | | | |

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|-------------------------|--|
| | ED(F&RP): Executive Director Finance and Resource Planning ED(I&O): Executive Director Infrastructure and Operations ED (P&C): Executive Director People and Culture D,RGSO: Director, Research and Graduate Studies Office CM: Commercialisation Manager, Information and Knowledge Transfer |
| Date Effective | 15 December 2008 |
| Next Review Date | 15 December 2011 |
| Keywords | Contract, signature, delegation, legal |
| Owner/Sponsor | Vice-Chancellor |
| Author | Director, Legal Services |
| Contact person | g.sdraulig@latrobe.edu.au |

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TABLE A

| Type of Contract/Agreement | \$ Limit | Delegate |
|---|---|--|
| 1. Contracts for delivery of a service by the University for a fee. e.g.: <ul style="list-style-type: none"> • research contracts, • consultancy contracts (where the University is the consultant), • contracts for the provision of teaching or training services. | 50,000 600,000 1,000,000 More than 1,000,000 | CM DVC(R) or DVC VC Under Seal |
| 2. Research Grants and Funding Agreements. | 50,000 600,000 1,000,000 More than 1,000,000 | D, RGSO DVC(R) or DVC VC Under Seal |
| 3. Non Research Grants and Funding Agreements. | 600,000 1,000,000 More than 1,000,000 | DVC(R), DVC or ED(F&RP) VC Under Seal |
| 4. Research joint ventures or consortium or collaboration agreements. e.g.: <ul style="list-style-type: none"> • CRCs • ARC Special Research Centres • Centres of Excellence • Other research collaborations involving a contribution of University resources including ARC LIEF, ARC Linkage-Projects; • Industry partner agreements. | 600,000 1,000,000 More than 1,000,000 | DVC(R) or DVC VC Under Seal |
| 5. Other joint ventures, consortium or collaborative agreements | 600,000 1,000,000 More than 1,000,000 | DVC or ED(F&RP) VC Under Seal |
| 6. Research related Agreements dealing with or granting rights to another party to University intellectual property (if not falling in categories 1, 2, 4 or 22) e.g., <ul style="list-style-type: none"> • Licence agreements • Assignments • Option agreements | No Limit | DVC(R), DVC or VC |
| 7. Non Research related Intellectual Property Agreements. e.g., <ul style="list-style-type: none"> • Commercialisation or licensing of course materials | No Limit | DVC, DVC(R) or VC |
| 8. Research Related Confidentiality and non-disclosure agreements | No Limit | DVC(R) or CM |
| 9. Other Confidentiality and non-disclosure agreements | No Limit | DVC(R), DVC or ED(F&RP) |
| 10. Material Transfer Agreements involving either: <ul style="list-style-type: none"> • transfer of University proprietary materials to another party; or | No Limit | DVC(R) or CM |

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| Type of Contract/Agreement | \$ Limit | Delegate |
|--|--|---|
| <ul style="list-style-type: none"> the receipt of another party's proprietary materials. | | |
| 11. Analytical Service Agreements | No Limit | Head of Relevant Academic Area |
| 12. Research Related Student Agreements (if not falling in categories 1, 2 or 4 above). e.g.: <ul style="list-style-type: none"> for funding by another party of research scholarship for access to, or placement at, another party's premises to conduct research | 50,000 600,000 More than 600,000 | D, RGSO DVC(R) or DVC VC |
| 13. Student Placement or Clinical Placement Agreements | No Limit | Dean of Relevant Faculty |
| 14. Powers of Attorney | No Limit | DVC(R), DVC, VC or Under Seal |
| 15. International Agreements e.g.: <ul style="list-style-type: none"> Academic Exchange and Cooperation Agreement; Advance Standing Agreement; Licence Agreement or Service Provision Agreement; Articulated Arrangement or Twinning Agreement; Memorandum of Understanding; Cooperation Agreement; Double Degree Agreement; Joint Program Agreement; Cotutelle Agreement; Agreement for provision of LTU courses overseas; Study Abroad Agreement; Short Course Agreement for overseas students; Consultancy Agreement contracting persons to act on LTU's behalf in brokering overseas contracts. | No Limit | DVC(I &FS), DVC or VC |
| 16. Agency Agreement contracting persons overseas to recruit students for the University | No Limit | Chief Officer (International) |
| 17. Property Agreements (other than Licences in respect of use of space/facilities) e.g.: <ul style="list-style-type: none"> Leases and Transfers of Leases; Contracts of Sale; Transfer of Land; Creations of easements, rights of carriageway etc; Development Agreements; Other property related Agreements. | No Limit | ED(F&RP), DVC, VC or Under Seal |
| 18. Licences in respect of use of University space/facilities Hiring out of Sport Centre facilities Hiring out of Union building facilities Other licences e.g.: | 25,000 25,000 25,000 | Director (Student Services) Director (Student Services) May be signed by relevant officers within |

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| <ul style="list-style-type: none"> • Laboratory licences; • Filming licences; • Conference space licences; • Hiring out of University facilities other than Union or SARA facilities; • Hiring of space or facilities by the University. | 100,000 No Limit | the applicable limit of expenditure authority. ED(I&O) or ED(F&RP) DVC or VC |
| 19. Contractor or Consultancy Agreements where University is engaging Contractor or Consultant to provide services (other than Consultancy Agreement for services related to building contracts) | 25,000 600,000 No Limit | May be signed by relevant officers within the applicable limit of expenditure authority. ED(F&RP) DVC or VC |
| 20. Buildings and Grounds Contracts. e.g.: <ul style="list-style-type: none"> • Construction and Works Contracts; • Letters of intent; • Maintenance Contracts; • Service Contracts; • Consultancy Agreement for services related to building contracts. | 300,000 2,000,000 or less More than 2,000,000 | ED(I&O) ED(F&RP) or VC VC or Under Seal |
| 21. Agreements for the Purchase of Goods and/or Services (other than consultancy type services). e.g.: <ul style="list-style-type: none"> • Purchase of Goods Contracts; • Cleaning, Catering, Security and Waste Disposal Contracts; • General Services Contracts; • Equipment Agreements. | 25,000 600,000 1,000,000 More than 1,000,000 | May be signed by relevant officers within the applicable limit of expenditure authority. ED(F&RP) VC Under Seal |
| 22. Information Technology Agreements including Software Licences and purchase of Computer hardware. | 300,000 1,000,000 More than 1,000,000 | Chief Information Officer or ED(I&O) VC Under Seal |
| 23. Shareholders Agreements | No Limit | Under Seal |
| 24. Indemnities, Releases and Settlements | No Limit | ED(F&RP), VC or Under Seal |
| 25. Employment Contracts | No Limit | ED (P&C) or VC |
| 26. Loan of Art Works Agreements | No Limit | Managing Curator or Collections Registrar, Art Museum |
| 27. Library Subscriptions | No Limit | University Librarian |
| 28. Any other Agreement or Contract not included in another category | No Limit | ED(F&RP), DVC, DVC(R), DVC(I &FS) or VC |