




DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
GOVERNANCE	1	
LEGAL & CONTRACTS	4	
NUMBER	005	
		Policy Database Document Reference Number 514005P

LEGAL PROCESS AND APPROVAL OF CONTRACTS POLICY

Purpose/ objectives	<p>To establish clear guidelines for the following:</p> <ul style="list-style-type: none"> • Process for seeking legal advice from Legal Services; • Requirements prior to entering into contracts on behalf of the University; • Requirements for entering into specific contracts on behalf of the University.
Scope/ Application	<p>All campuses All staff</p>
Policy Statement	<ul style="list-style-type: none"> • All contracts must be reviewed and approved by Legal Services prior to signing by the University. • All contracts entered into by the University must comply with relevant University's policies and procedures including but not limited to: <ul style="list-style-type: none"> ○ the policies and procedures in relation to outside work and conflict of interest; ○ the policies and procedures of La Trobe International; ○ the policies and procedures of Research Services; and ○ the policies and procedures of the Finance Division regarding the engagement of contractors, and the University's participation in a tender process to procure goods and services
Supporting Procedures	<p>Legal Process and Approval of Contracts Procedure.</p>
Responsibility for implementation	<p>Vice-Chancellor Director, Legal Services Chief Financial Officer and Executive Director, Finance and Resource Planning Director, Financial Operations Director, Research Services</p>
Responsibility for monitoring implementation and compliance	<p>Corporate Governance and Audit Committee Director, Legal Services Chief Financial Officer and Executive Director, Finance and Resource Planning Director, Research Services Director, Financial Operations</p>
Status	<p>Revised Format. Approved by Finance and Resources Committee on 16 August 2004 and updated in March 2006. The implementation of the latest version of this policy supersedes all previous versions of this policy.</p>

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Key stakeholders	Director, Legal Services Chief Financial Officer and Executive Director, Finance and Resource Planning Director, Research Services Director, Financial Operations Vice-Chancellor Corporate Governance and Audit Committee
Approval Body	Finance and Resources Committee, 16 August 2004, FRC04/187(M), Minute 61.5.3(g) and 14 March 2006, FRC06/62(M), Minute 74.8.5; Senior Management Committee, 29 May 2009, SMC09/17(M), Minute 3.3(e).
Initiating Body or person(s)	Director, Legal Services Vice-Chancellor.
Definitions	None required
Related legislation	Not Applicable
Related Policy and other documents	Contract Signing Policy and Contract Signing Delegation Procedures; All relevant University's policies and procedures including but not limited to: <ul style="list-style-type: none"> • the policies and procedures in relation to outside work and conflict of interest; • the policies and procedures of La Trobe International; • the policies and procedures of Research Services; and • the policies and procedures of the Finance Division regarding the engagement of contractors, and the University's participation in a tender process to procure goods and services.
Date Effective	16 August 2004.
Keywords	Legal Process, Contracts, Tenders, Contractors.
Next Review Date	1 December 2012
Owner/Sponsor	Vice-Chancellor
Author	Deputy Director, Legal Services Director, Legal Services

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Contact person	g.ducasse@latrobe.edu.au
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