

CONTRACTS DELEGATIONS SCHEDULE

Contracts Delegations Schedule Requirements:

Financial Limits are total value of contract over life/term/period of contract (including any variations and any extensions of contract life/term/period)

Life of contract cannot be longer than 3 years, unless specified otherwise in this Contracts Delegations Schedule

This Contracts Delegations Schedule excludes employment agreements and Research and Innovation contracts

Reference Code	Subcategory	Authority Delegated To	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
C01	Contracts and agreements	Council	0	Enter into, amend, renew, terminate, manage and/or enforce capital expenditure contracts and operational expenditure contracts (including construction or facilities contracts and information technology product or service contracts)	Unlimited.	No sub-delegation permitted, unless authorised in writing by Council.
C02	Contracts and agreements	Vice-Chancellor	1	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (including construction or facilities contracts and information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Must consult with Finance and Legal Services. Limit of \$5,000,000. No limit on life/term/period of contract.	Sub-delegation permitted.
C03	Contracts and agreements	Executive Director - Planning, Finance and Digital Services	2	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (including construction or facilities contracts and information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Must consult with Legal Services if over \$1,000,000. Consult with Facilities Management and Digital Services as needed. Limited to \$2,500,000. No limit on life/term/period of contract.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C04	Contracts and agreements	Deputy Vice-Chancellor (Academic and Research)	2	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (including construction or facilities contracts and information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Must consult with Legal Services. Consult with Facilities Management and Digital Services as needed. Limited to \$500,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C05	Contracts and agreements	Senior Leadership Team Member	2	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (including construction or facilities contracts and information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Must consult with Legal Services. Consult with Facilities Management and Digital Services as needed. Limited to \$200,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C06	Contracts and agreements	Director of Finance	3	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (including construction or facilities contracts and information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Must consult with Legal Services if over \$1,000,000. Consult with Facilities Management and Digital Services as needed. Limit of \$1,250,000. No limit on life/period/term of contract.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C07	Contracts and agreements	Chief Digital Officer	3	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (only information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Limit of \$500,000.	Sub-delegation of \$100,000 or lower amount permitted.
C08	Contracts and agreements	Director of Facilities Management	3	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (only construction or facilities related contracts)	In accordance with Procurement Policy and within approved budget or business case. Limit of \$500,000.	Sub-delegation of \$100,000 or lower amount permitted.
C09	Contracts and agreements	Level 3 Staff	3	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (excluding construction and facilities contracts and information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Consult with Legal Services as needed. Limit of \$100,000.	Sub-delegation of \$50,000 or lower amount permitted.

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C10	Contracts and agreements	Vice-Chancellor	1	Enter into, amend, renew, manage and/or enforce operational expenditure contracts (including construction or facilities contracts and information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Must consult with Finance and Legal Services. Limit set out in budget. No limit on life/term/period of contract.	Sub-delegation permitted.
C11	Contracts and agreements	Executive Director - Planning, Finance and Digital Services	2	Enter into, amend, renew, manage and/or enforce operational expenditure contracts (including construction or facilities contracts and including information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Must consult with Legal Services if over \$1,000,000. Consult with Facilities Management and Digital Services as needed. Limited to \$3,000,000. No limit on life/period/term of contract.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C12	Contracts and agreements	Deputy Vice-Chancellor (Academic and Research)	2	Enter into, amend, renew, manage and/or enforce operational expenditure contracts (including construction or facilities contracts and including information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Must consult with Legal Services. Consult with Facilities Management and Digital Services as needed. Limited to \$500,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C13	Contracts and agreements	Senior Leadership Team Member	2	Enter into, amend, renew, manage and/or enforce operational expenditure contracts (including construction or facilities contracts and including information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Must consult with Legal Services. Consult with Facilities Management and Digital Services as needed. Limited to \$200,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C14	Contracts and agreements	Director of Finance	3	Enter into, amend, renew, manage and/or enforce operational expenditure contracts (including construction or facilities contracts and including information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Must consult with Legal Services if over \$1,000,000. Consult with Facilities Management and Digital Services as needed. Limit of \$1,500,000. No limit on life/period/term of contract.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C15	Contracts and agreements	Chief Digital Officer	3	Enter into, amend, renew, manage and/or enforce operational expenditure contracts (only information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Limited to \$500,000.	Sub-delegation of \$100,000 or lower amount permitted.
C16	Contracts and agreements	Director of Facilities Management	3	Enter into, amend, renew, manage and/or enforce operational expenditure contracts (only construction or facilities related contracts)	In accordance with Procurement Policy and within approved budget or business case. Limited to \$500,000.	Sub-delegation of \$100,000 or lower amount permitted.
C17	Contracts and agreements	Level 3 Staff	3	Enter into, amend, renew, manage and/or enforce operational expenditure contracts (excluding construction contracts and information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Consult with Legal Services as needed. Limit of \$100,000.	Sub-delegation of \$50,000 or lower amount permitted.
C18	Contracts and agreements	Vice-Chancellor	1	Enter into, amend, renew, manage and/or enforce capital expenditure contracts and/or operational expenditure contracts (including construction contracts and information technology product or service contracts) where outside of approved budget	In accordance with Procurement Policy. Must consult with Finance and Legal Services. Limit of \$1,500,000.	Sub-delegation permitted.

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C19	Contracts and agreements	Executive Director - Planning, Finance and Digital Services	2	Enter into, amend, renew, manage and/or enforce capital expenditure contracts and/or operational expenditure contracts (including construction or facilities contracts and including information technology product or service contracts) where outside of approved budget	In accordance with Procurement Policy and business case. Consult with Facilities Management and Digital Services as needed. Limited to \$750,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C20	Contracts and agreements	Director of Finance	3	Enter into, amend, renew, manage and/or enforce capital expenditure contracts and/or operational expenditure contracts (including construction or facilities contracts and including information technology product or service contracts) where outside of approved budget	In accordance with Procurement Policy and business case. Must consult with Legal Services if over \$1,000,000. Consult with Facilities Management and Digital Services as needed. Limited to \$375,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C21	Contracts and agreements	Vice-Chancellor	1	Terminate contracts (including construction or facilities contracts, information technology product or service contracts)	In accordance with terms and conditions of contract and with Legal Services advice.	Sub-delegation permitted to Senior Leadership Team Members, Director of Finance, Chief Digital Officer and Director of Facilities Management.
C22	Contracts and agreements	Vice-Chancellor	1	Execution of Single Data Return (or equivalent) declaration	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
C23	Contracts and agreements	Council	0	Enter into, amend, renew, terminate, manage and/or enforce non-research revenue contracts (such as agreements for the provision of services by the University and teaching services) with associated unfunded or funded costs	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
C24	Contracts and agreements	Vice-Chancellor	1	Enter into, amend, renew, manage and/or enforce non-research revenue contracts (such as agreements for the provision of services by the University and teaching services) with associated unfunded or funded costs	Limit of \$10,000,000. Must consult with Legal Services if over \$1,000,000. No limit on life/period/term of contract.	Sub-delegation permitted.
C25	Contracts and agreements	Executive Director - Planning, Finance and Digital Services	2	Enter into, amend, renew, manage and/or enforce non-research revenue contracts (such as agreements for the provision of services by the University and teaching services) with associated unfunded or funded costs	Limited to \$5,000,000. Must consult with Legal Services if over \$1,000,000. No limit on life/period/term of contract.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C26	Contracts and agreements	Deputy Vice-Chancellors (Research and Academic)	2	Enter into, amend, renew, manage and/or enforce non-research revenue contracts (such as agreements for the provision of services by the University and teaching services) with associated unfunded or funded costs	Limited to \$2,000,000. Must consult with Legal Services if over \$1,000,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C27	Contracts and agreements	Senior Leadership Team Member	2	Enter into, amend, renew, manage and/or enforce non-research revenue contracts (such as agreements for the provision of services by the University and teaching services) with associated unfunded or funded costs	Limited to \$200,000.	Sub-delegation permitted one tier down, limited to \$100,000 or lower amount.
C28	Contracts and agreements	Director of Finance	3	Enter into, amend, renew, manage and/or enforce non-research revenue contracts (such as agreements for the provision of services by the University and teaching services) with associated unfunded or funded costs	Limit of \$1,000,000. Consultation with Legal Services required if over \$500,000. No limit on life/period/term of contract.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C29	Contracts and agreements	Council	0	Enter into, amend and renew agreements for the acquisition and disposal of land and buildings (including leases)	With the written consent of the Secretary of Education. Unlimited. Must seek advice from Finance.	No sub-delegation permitted, unless authorised in writing by Council.
C30	Contracts and agreements	Vice-Chancellor	1	Enter into, amend and renew agreements for the acquisition and disposal of land and buildings (excluding leases)	With the written consent of the Secretary of Education. Limit of \$1,000,000. Must seek advice from Finance and Legal Services.	No sub-delegation permitted, unless authorised in writing by Council.

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C31	Contracts and agreements	Vice-Chancellor	1	Enter into, amend and renew leases, licences to occupy and space use agreements (this includes UC granting lease/licence to a third party and UC being lessor/licensee from a third party). Note where lease is a deed, this requires common seal. See deed delegated authority.	With the written consent of the Secretary of Education (where required). Limit of \$5,000,000. Must seek advice from Finance.	Sub-delegation permitted to Executive Director - Planning, Finance and Digital Services and Executive Deans, limit of \$100,000 or lower amount.
C32	Contracts and agreements	Director of Facilities Management	3	Enter into, amend and renew leases, licences to occupy and space use agreements (this includes UC granting lease/licence to a third party and UC being lessor/licensee from a third party). Note where lease is a deed, this requires common seal. See deed delegated authority.	With the written consent of the Secretary of Education (where required). Limit of \$200,000. Maximum of 5 year term. Must seek advice from Finance and Legal Services.	Sub-delegation permitted to Property Manager.
C33	Contracts and agreements	Council	0	Enter into and amend agreements for the sale or disposal of University assets (not including land and buildings)	With the written consent of the Secretary of Education (where required). Unlimited. Must seek advice from Finance and Legal Services.	No sub-delegation permitted, unless authorised in writing by Council.
C34	Contracts and agreements	Vice-Chancellor	1	Enter into and amend agreements for the sale or disposal of University assets (not including land, buildings, intellectual property or shares/equity)	With the written consent of the Secretary of Education (where required). Limit \$2,000,000. Must seek advice from Finance.	Sub-delegation permitted to Executive Director - Planning, Finance and Digital Services.
C35	Contracts and agreements	Senior Leadership Team Member	2	Enter into and amend agreements for the sale or disposal of University assets (not including land, buildings, intellectual property or shares/equity)	With the written consent of the Secretary of Education (where required). Limit of \$200,000. Must seek advice from Finance.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C36	Contracts and agreements	Level 3 Staff	3	Enter into and amend agreements for the sale or disposal of University assets (not including land, buildings, intellectual property or shares/equity)	With the written consent of the Secretary of Education (where required). Limit of \$100,000. Must seek advice from Finance.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C37	Contracts and agreements	Level 4 Staff	4	Enter into and amend agreements for the sale or disposal of University assets (not including land, buildings, intellectual property or shares/equity)	With the written consent of the Secretary of Education (where required). Limit of \$50,000. Must seek advice from Finance.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C38	Contracts and agreements	Council	0	Enter into, amend and renew legally binding relationship agreements and collaboration agreements with other institutions or organisations (including memoranda of agreement (MOAs), memoranda of understanding (MOUs), joint ventures, data sharing agreements)	This excludes agreements for research and/or consultancy services by UC. Consult with Vice-Chancellor or Assistant Vice-Chancellor (Engagement) as needed.	No sub-delegation permitted, unless authorised in writing by Council.
C39	Contracts and agreements	Vice-Chancellor	1	Enter into, amend and renew legally binding relationship agreements and collaboration agreements with other institutions or organisations (including memoranda of agreement (MOAs), memoranda of understanding (MOUs), joint ventures, data sharing agreements, articulation agreements)	This excludes agreements for research and/or consultancy services by UC. Must consult with Legal Services. Consult with Assistant Vice-Chancellor (Engagement) as needed. Limit of \$2,000,000.	Sub-delegation permitted.
C40	Contracts and agreements	Senior Leadership Team Member	2	Enter into, amend and renew legally binding relationship agreements and collaboration agreements with other institutions or organisations (including memoranda of agreement (MOAs), memoranda of understanding (MOUs), partnership agreements, joint ventures, data sharing agreements, articulation agreements)	This excludes agreements for research and/or consultancy services by UC. Must consult with Legal Services. Consult with Vice-Chancellor or Assistant Vice-Chancellor (Engagement) as needed. Limit of \$200,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C41	Contracts and agreements	Pro Vice-Chancellor (Sustainability)	3	Enter into, amend and renew legally binding relationship agreements and collaboration agreements with other institutions or organisations (including memoranda of agreement (MOAs) and memoranda of understanding (MOUs))	This excludes agreements for research and/or consultancy services by UC. Must consult with Legal Services. Must consult with Vice-Chancellor or Assistant Vice-Chancellor (Engagement). Limit of \$100,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.

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C42	Contracts and agreements	Senior Leadership Team Member	2	Enter into, amend and renew enabling agreements (such as confidentiality agreements/non disclosure agreements and student placement agreements)	This excludes agreements for research and/or consultancy services by UC. Consult with Vice-Chancellor or Assistant Vice-Chancellor (Engagement) as needed. Limit of \$200,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C43	Contracts and agreements	Assistant Vice-Chancellor (Engagement)	2	Enter into, amend and renew legally binding relationship agreements, collaboration agreements and enabling agreements with other institutions or organisations (including memoranda of understanding (MOUs), joint ventures, partnership agreements) with institution wide impact	Must consult with Legal Services. Limit of \$200,000.	Sub-delegation down one tier permitted.
C44	Contracts and agreements	Assistant Vice-Chancellor (Engagement)	2	Enter into, amend and renew student exchange agreements (including Faculty only impact and institution wide impact)		Sub-delegation down one tier permitted.
C45	Contracts and agreements	Level 3 Staff	3	Enter into, amend and renew confidentiality agreements/non-disclosure agreements and student placement agreements	In accordance with specified templates from Legal Services or in consultation with Legal Services. Limit of \$100,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C46	Contracts and agreements	Level 4 Staff	4	Enter into, amend and renew confidentiality agreements/non-disclosure agreements	In accordance with specified templates from Legal Services or in consultation with Legal Services. Limit of \$10,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C47	Contracts and agreements	Vice-Chancellor	1	Enter into settlement agreement for resolution of dispute (excluding personnel/employee disputes)	Requires two signatures of Vice-Chancellor, Deputy Vice-Chancellor Research and/or Deputy Vice-Chancellor Academic. Must consult with Legal Services. Limit of \$1,000,000.	Sub-delegation permitted to Deputy Vice-Chancellor Research and Deputy Vice-Chancellor Academic.
C48	Contracts and agreements	Deputy Vice-Chancellor Research	2	Enter into settlement agreement for resolution of dispute (excluding personnel/employee disputes)	Requires two signatures of Vice-Chancellor, Deputy Vice-Chancellor Research and/or Deputy Vice-Chancellor Academic. Must consult with Legal Services. Limit of \$250,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C49	Contracts and agreements	Deputy Vice-Chancellor Academic	2	Enter into settlement agreement for resolution of dispute (excluding personnel/employee disputes)	Requires two signatures of Vice-Chancellor, Deputy Vice-Chancellor Research and/or Deputy Vice-Chancellor Academic. Must consult with Legal Services. Limit of \$250,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C50	Contracts and agreements	Council	0	Approve the placement and level of insurance coverage	Taking into account the recommendations of the Audit and Risk Committee	Sub-delegation to Vice-Chancellor permitted, following recommendation of Audit and Risk Committee.
C51	Contracts and agreements	Executive Director - Planning, Finance and Digital Services	2	Approve or decline the notification of or making of an insurance claim	Unlimited	Sub-delegation to Director of Risk and Insurance permitted, for claims up to \$100,000.
C52	Contracts and agreements	Council	0	Affixing of the common seal onto qualification testamurs	Requires countersigning by two or more of the following: Chancellor, Pro-Chancellor, Vice-Chancellor and Registrar.	No sub-delegation permitted, unless authorised in writing by Council.
C53	Contracts and agreements	Council	0	Enter into deeds	If requires common seal to be affixed, must be countersigned by two or more of the following: Chancellor, Pro-Chancellor, Vice-Chancellor and Registrar. Must consult with Legal Services.	Sub-delegation permitted to Vice-Chancellor and Registrar.
C54	Contracts and agreements	Vice-Chancellor	1	Enter into deeds (where common seal is not legally required)	Must consult with Legal Services	Sub-delegation down one tier permitted.

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C55	Contracts and agreements	General Counsel	2	Approve template contracts and any amendments		Sub-delegation to Senior Legal Counsel permitted.
C56	Contracts and agreements	Vice-Chancellor	1	Sign land transfer documents	Where the land transfer document relates to an acquisition or disposal of land, the relevant acquisition or disposal must also be approved by a person holding relevant delegated authority	Sub-delegation permitted to Executive Director - Planning, Finance and Digital Services and General Counsel.
C57	Contracts and agreements	Vice-Chancellor	1	Sign Authority and Instruction (A&I) forms	Where the A&I form relates to an acquisition or disposal of land, the relevant acquisition or disposal must also be approved by a person holding relevant delegated authority	Sub-delegation permitted to Executive Director - Planning, Finance and Digital Services and General Counsel.
C58	Contracts and agreements	Vice-Chancellor	1	Enter into a finance lease contract	Limit of \$1,500,000. With the written consent of the Secretary of Education (where required)	Subdelegation permitted to Executive Director - Planning, Finance and Digital Services, limit of \$50,000 or lower amount.
C59	Contracts and agreements	Council	0	Approve external legal engagement or external legal services	Unlimited	Sub-delegation permitted.
C60	Contracts and agreements	Vice-Chancellor	1	Approve external legal engagement or external legal services	Within approved budget or outside of approved budget up to limit of \$1,500,000	Sub-delegation permitted.
C61	Contracts and agreements	General Counsel	2	Approve external legal engagement or external legal services	Within approved budget	Sub-delegation permitted to Senior Legal Counsel.
C62	Contracts and agreements	Deputy Vice-Chancellor (Academic) and General Counsel	2	Approve amendments or updates to student enrolment agreement	Subject to advice from Legal Services	Sub-delegation permitted to Senior Legal Counsel.
C63	Contracts and agreements	Senior Leadership Team	2	Approve proposed applications for grants	Unlimited	Sub-delegation permitted one tier down.
C64	Contracts and agreements	Executive Director - People, Culture and Campus	2	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (only construction or facilities related contracts)	In accordance with Procurement Policy and within approved budget or business case. Limit of \$750,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
C65	Contracts and agreements	Executive Director - People, Culture and Campus	2	Enter into, amend, renew and/or enforce operational expenditure contracts (only construction or facilities related contracts)	In accordance with Procurement Polyc and within approved budget or business case. Limit of \$750,000	No sub-delegatoin permitted, unless authorised in writing by Vice-Chancellor.
C66	Contracts and agreements	Digital Services Level 4 Staff	4	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (only information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Limit of \$100,000 or lower amount, see Financial Delegations Register for amount	Sub-delegation permitted
C67	Contracts and agreements	Facilities Management Level 4 Staff	4	Enter into, amend, renew, manage and/or enforce capital expenditure contracts (only construction or facilities related contracts)	In accordance with Procurement Policy and within approved budget or business case. Limit of \$100,000 or lower amount, see Financial Delegations Register for amount	Sub-delegation permitted
C68	Contracts and agreements	Digital Services Level 4 Staff	4	Enter into, amend, renew, manage and/or enforce operational expenditure contracts (only information technology product or service contracts)	In accordance with Procurement Policy and within approved budget or business case. Limit of \$100,000 or lower amount, see Financial Delegations Register for amount	Sub-delegation permitted

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C69	Contracts and agreements	Facilities Management Level 4 Staff	4	Enter into, amend, renew, manage and/or enforce operational expenditure contracts (only construction or facilities related contracts)	In accordance with Procurement Policy and within approved budget or business case. Limit of \$100,000 or lower amount, see Finance Delegations Register for amount	Sub-delegation permitted