

Signing Sub-Delegations

- *Guidelines on recommended consultation before a Contract is signed*

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1.0 Purpose

The Signing Sub-Delegations record the powers that the Vice Chancellor has formally sub-delegated to appropriately qualified University officers to sign Contracts on behalf of the University:

- Special Contracts can only be signed by the nominated sub-delegates set out in Table 1 of the Signing Sub-delegations. Referral of Special Contracts to the Subject Matter Experts listed in Table 1 of the Signing Sub-delegations is mandatory; and
- General Contracts can usually be signed in the relevant operational area by the sub-delegates set out in Tables 2 and 3 of Signing Sub-delegations. It is strongly recommended that the contract owner (proponent) consults with relevant Subject Matter Experts before negotiations are finalised and the Contract is signed, but consultation is not mandatory.

This document provides **non-exhaustive recommendations** regarding Subject Matter Experts who should be consulted for expert advice on a proposed Contract before negotiations are finalised and the contract is signed. They can apply to both Special and General Contracts.

Early consultation with a Subject Matter Expert is important, as it could reveal that a proposed Contract should not be signed at all – for example, because it conflicts with existing commercial arrangements or does not align with the University's strategic goals.

Before the Contract is executed, all nominated signing sub-delegates (including those for Special Contracts) are expected to satisfy themselves that relevant Subject Matter Experts have been consulted about the proposed Contract.

2.0 Scope

Staff who are contract owners (proponents) and negotiating Contracts on behalf of the University should consult these Guidelines and seek the advice and assistance of Subject Matter Experts.

All staff with delegated signing authority under the Signing Delegations are expected to satisfy themselves that relevant Subject Matter Experts have been consulted before exercising their signing authority.

3.0 Guidelines

The following table provides general guidance about when Subject Matter Experts should be consulted, but is not intended to be exhaustive:

Subject Matter Expert	Flag that an expert should be consulted	Contact Details
1. PROVOST & REPORTING AREAS		
1.1 DVC (Education):		
(a) PVC (Learning & Teaching)	<ul style="list-style-type: none"> Pedagogical software purchases Contracts for Program and course delivery which depend on University L&T LMS and VLE systems <p><i>* note also mandatory referral of all IT contacts to Digital Solutions</i></p>	r.ellis@griffith.edu.au
(b) Dean (Career Readiness)	<ul style="list-style-type: none"> Any GU student placement, work integrated learning or work experience which is not documented using the University's standard agreement – except in the Health Group Any incoming student placement arrangement (ie. GU is hosting a student from another University for placement or WIL) – except in the Health Group 	career-readiness@griffith.edu.au
(c) University Librarian	Licences to use copyright material, including film and music, which might already be covered by a statutory licensing scheme.	maureen.sullivan@griffith.edu.au
(d) Student Success (Scholarships Team)	Externally funded Scholarship Agreements (other than for HDR students)	scholarships@griffith.edu.au
1.2 Griffith International	<ul style="list-style-type: none"> Global Work Integrated Learning (WIL) or internship arrangements Any arrangements involving foreign parties – consult the "Secure Engagement with International Parties Hub" and complete the "International Engagement Checking Tool" 	international-partnerships@griffith.edu.au Contacts for advice differ according to the nature of the issue or concern – refer to the "Secure Engagement with International Parties Hub" for details

Subject Matter Expert	Flag that an expert should be consulted	Contact Details
1.3 Marketing & Communications	<ul style="list-style-type: none"> All Sponsorships (both in and out) Any Contract which gives an external party the right to use the University's name or logo Major branding arrangements (eg. naming rights for University rooms or buildings) Arrangements for University events – as described in the Events Operating Model Student attraction & recruitment activities (Domestic students) Requests for media comment on Foreign influence/ interference related matters - consult the "Secure Engagement with International Parties Hub" 	<p>Consult with your Marketing & Communications Business Partner</p> <p>Head of Media and Communications and Group PVC and/or Vice President (Global)</p>
2. DVC (INDIGENOUS)		
	<p>External partnering arrangements:</p> <ul style="list-style-type: none"> with Indigenous communities and organisations; or predominately related to equity and diverse communities; or in the Logan area. 	dvcidi@griffith.edu.au
3. DVC (RESEARCH) & REPORTING AREAS:		
(a) Director (Office for Research)	<ul style="list-style-type: none"> Invitations to staff to join expert panels or groups established by research funding bodies 	director-or@griffith.edu.au
(b) Grants Team (Office for Research)	<ul style="list-style-type: none"> Grant applications Any contract for successful grants 	preaward@griffith.edu.au postaward@griffith.edu.au
(c) Commercial Research Team (Office for Research)	<ul style="list-style-type: none"> Any contract for CCR Project Work as defined by the CCR Policy 	commercialresearch@griffith.edu.au

Subject Matter Expert	Flag that an expert should be consulted	Contact Details
(d) Griffith Enterprise	<ul style="list-style-type: none"> All University responses to tenders (fee for service arrangements) Activities with potential for commercialisation of intellectual property (IP) Any arrangement for the assignment or licensing of IP (other than student IP) Any start-up or investment opportunities related to university owned or controlled IP 	griffithenterprise@griffith.edu.au
(e) GGRS	<p>Student Placements, internships & the like for HDR students</p> <p><i>* HDR Scholarship Agreements may only be signed by staff in GGRS</i></p>	PhDPartnerships@griffith.edu.au
(f) Export Control and Security Manager / others	Any arrangements involving foreign parties – consult the "Secure Engagement with International Parties Hub" and complete the "International Engagement Checking Tool"	Contacts for advice differ according to the nature of the issue or concern – refer to the "Secure Engagement with International Parties Hub" for details
4. VP (INDUSTRY & EXTERNAL ENGAGEMENT)		
	<p>Any proposal which has the potential to result in a Strategic Partnership Arrangement</p> <p><i>* Resulting Strategic Partnership Arrangement must be signed at VP or DVC level (or above) after consultation with all other EG members responsible for delivering on the arrangement</i></p>	vpiee@griffith.edu.au
5. CHIEF OPERATING OFFICER & REPORTING AREAS		

Subject Matter Expert	Flag that an expert should be consulted	Contact Details
5.1 Campus Life	<ul style="list-style-type: none"> Purchase of equipment from overseas Purchase of equipment that needs to be hard wired (and installed by an electrician) and the room has to be modified to facilitate accommodation of the new equipment 	leasing_licenses@griffith.edu.au
5.2 Finance:		
(a) Procurement	<ul style="list-style-type: none"> Specific advice or strategic support in relation to quotation and/or tender requirements as per the Procurement and Supply Policy 	procurement@griffith.edu.au
(b) Accounting, tax and treasury	<ul style="list-style-type: none"> Advice in relation to any tax or foreign currency exposure Leasing arrangements (land, buildings and equipment) 	fin-tax@griffith.edu.au
5.3 Human Resources	<ul style="list-style-type: none"> Engagement of contractors – in all cases, consult the Engaging Contractors and Consultants Procedure Engagement of consultants to provide leadership / executive training services <p><i>* contracts to employ staff are covered by the Staffing Delegations</i></p>	Consult with your HR Business Partner if directed by the Procedure
5.4 Insurance (OGC)	<p>The Insurance website lists the circumstances in which you should contact the Insurance Manager for advice. The website also provides information about the types of insurance policies held by the University and the policy limits.</p> <p>You should also consult the Insurance Manager before changing the required level of insurance cover in a template document.</p>	insurance@griffith.edu.au
5.5 Legal Services (OGC)	<p>The Legal Services website lists the circumstances in which you should seek legal advice, and provides a range of fact sheets which can assist in your review & negotiation of the contractual</p>	legalservices@griffith.edu.au

Subject Matter Expert**Flag that an expert should be consulted****Contact Details**

terms. If you still have questions after consulting those resources, you can submit a request for assistance or advice.

4.0 Definitions

For the purposes of these Guidelines, the following definitions apply:

Act means the *Griffith University Act 1998*.

Contract includes any agreement, assignment, contract, declaration, deed, expression of interest, grant, gift, heads of agreement, lease, licence, memorandum of understanding (even if not legally binding), novation, offer, proposal, release, tender, settlement, statement of cooperation, undertaking or other document to which the University is a party. However, Contract does not include contracts or offers to employ or terminate staff at the University, which are covered by the Staffing Sub-Delegations (Schedule D).

Delegate means a Council member, University officer or University committee authorised to carry out a delegation or act on behalf of the University.

Delegations means an authority to exercise a power or function. The Act authorises Council to delegate a function or power to a specified officer or committee, or the holder of a specified office, by reference to the title of the office. Delegations may be general or limited; made from time to time and be revoked, wholly or partly, by the delegator. Delegations as a term refers to both conferring a statutory power or function and to conferring functions and powers (including making a decision) on a non-statutory basis.

General Contract means any Contract other than a Special Contract.

Special Contract means a Contract described in Table 1 in the Signing Sub-delegations (Schedule C).

Sub-delegation means where Council delegates a power to the Vice Chancellor and the Vice Chancellor assigns the capacity to exercise the delegated power or function to an appropriately qualified member of the University staff.

Subject Matter Expert means the business or administrative units within the University which are recognised as having a particular interest or expertise in the subject matter of the proposed Contract. A non-exhaustive list of Subject Matter Experts for both General and Special Contracts is set out in these Guidelines. For Special Contracts, referral to the relevant Subject Matter Experts listed in Table 1 in Schedule C is mandatory.

Strategic Partnership Arrangement means a Contract which establishes a University-wide relationship or which requires the commitment of resources across multiple groups or portfolios. These are Special Contracts.

University officer refers to a staff member of the University.

5.0 Information

Title	Signing Sub-delegations - Guidelines on recommended consultation before a Contract is signed
Document number	2023/0001245
Purpose	This document provides non-exhaustive recommendations regarding Subject Matter Experts who should be consulted for expert advice on a proposed contract before negotiations are finalised and the contract is signed.
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Review date	2026
Policy advisor	Senior Legal Counsel
Approving authority	General Counsel

6.0 Related Policy Documents and Supporting Documents

Legislation	<i>Griffith University Act 1998</i>
Policy	Delegations Policy Delegations Register Procurement and Supply Policy
Procedures	Delegations Procedure Engaging Contractors and Consultants Procedure
Local Protocol	N/A
Forms	Contract Approval & Signing Request Form