

# 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 Subcategory

Code

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Reference Code	Subcategory	Authority Delegated To	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
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	

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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) are 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) are 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						

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Reference Code	Subcategory	Authority Delegated To	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
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 amount	Sub-delegation permitted