

# Contracts and Financial Delegations (DLI) Policy

## Section 1 - Preamble

- (1) This Policy is effective from 17<sup>th</sup> September 2025.

## Section 2 - Purpose

- (2) Authority to make and implement decisions is distributed across Deakin University Lancaster University Indonesia (DLI) in accordance with DLI's legal and organisational structure and to enable staff to carry out their responsibilities in support of DLI's objectives.
- (3) This Policy sets out the principles which apply to DLI contracts.
- (4) This Policy set out the principles which apply to delegations.

## Section 3 - Scope

- (5) This Policy applies to all DLI officers, staff, and committees who have authority over contracts and financial decisions. The scope includes:
- a. all contracts entered into by DLI with external parties; and
  - b. financial delegations, whereby authority is conferred to DLI staff to approve expenditures or sign contracts in line with their positions and responsibilities.
- (6) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

## Section 4 - Policy

### Contract Principles

- (7) DLI may only enter into contracts that:
- are in the best interests of DLI;
  - comply with all relevant local laws;
  - comply with DLI statutes, policies and procedures, and regulations, including the Deakin University Act 2009 (Vic) and Lancaster University Financial Regulations;
  - are negotiated fairly, transparently and without presenting undue risk, including foreign interference or integrity risks.
- (8) DLI may only enter into a contract that reflects DLI's risk appetite and have been assessed to ensure that both DLI and the other party or parties have the necessary financial and non-financial resources to fulfill their obligations under the contract.
- (9) DLI Contracts must be correctly valued and must not be structured to avoid the approvals required under this Policy.
- (10) All contracts must be signed by the Rector. DLI must not undertake obligations or risks without a contract that complies with the Contracts and Financial Delegations (DLI) Procedure.
- (11) The Subject Matter Expert must ensure compliance and alignment with the Procurement Team, the Legal Team and the Finance Team (if applicable) prior to any commitments in line with the Procurement (DLI) Policy & Procurement (DLI) Procedure.

### Delegation Principles

- (12) Authority to make financial decisions and enter contracts is delegated to individuals based on their positions at DLI and include acting or temporary occupants of that position.

### Delegation of Authority

- (13) The DLI Governing Board holds the power to delegate financial authority. The following must be adhered to when exercising financial delegations:
- Delegates must operate within the financial and operational limits outlined in the financial delegation table and within the bounds of the relevant Deakin University Policies and Lancaster University Regulations.
  - Delegations are conferred to specific positions within DLI, and authority cannot be sub-delegated.
  - Delegations must be recorded in a formal Register of Delegations maintained by the University Governing Board which will be reviewed annually.
- (14) A Governing Board member can revoke a financial delegation assigned to a position at any time.

## Financial Delegation<sup>3,4</sup>

(15) The financial delegation limits for the University are outlined in the below financial delegations table:

Band	Delegate Category <sup>2</sup>	Number of Approvers	Allowed Limit (Up to IDR)
1	Yayasan Governing Board	Full Board approval	Above 1,105,000,000
2	Power of Attorney Vice Chancellors <sup>1</sup>	2 approvers <sup>5</sup>	1,105,000,000
3	Yayasan Executive Board Chief Financial Officers <sup>1</sup>	Full Board approval or 1 approver	884,000,000
4	University Rector Director Financial Control <sup>1</sup> Director of Financial Operations and Compliance <sup>1</sup> Academic Dean	1 approver	442,000,000
5	Budget holder or Cost centre approver	1 approver	22,000,000

<sup>1</sup> Note: Partnering universities engaged to assist the DLI/Yayasan team include various roles associated with Deakin University and Lancaster University

<sup>2</sup> Note: Credit card holders not included in any of the bands above, assigned credit card limits will apply.

<sup>3</sup> Note: Bad debt write off and refund approvals to be approved by Band 3 in the absence of alternative policies.

<sup>4</sup> Note: This table is for transactional delegation only and does not outline a contract delegation.

<sup>5</sup> Note: One approver from each University Partner

(16) Staff members whose positions are listed in the financial delegation table hold the relevant financial delegation by virtue of their position and do not have to be appointed as a financial delegate by a separate instrument.

(17) All proposed DLI Contracts are approved in accordance with the requirements of the all relevant DLI policies and procedures. For example, a Memorandum of Understanding with an overseas institution must be approved in accordance with the Partnerships (DLI) Policy; the purchase of goods and services must be approved in accordance with the Procurement (DLI) Policy and Procurement (DLI) Procedure.

## Exercise of Delegation

(18) Before approving expenditure a financial delegates must ensure that:

- is a legitimate and reasonable business expense;
- aligns with the University's strategic objectives and business needs;
- delivers value for money;
- does not exceed the delegate's financial delegation;
- is properly described, documented and coded. Descriptions must include sufficient detail to allow an independent person to understand the nature of the expense, who the recipients are, and why it was incurred;
- is in line with the budget and that there are sufficient funds available; and

- g. financial decisions are fully compliant with the policies and regulations of Deakin and Lancaster Universities and local laws; and
- h. there is no conflict of interest in exercising authority, and any potential conflicts must be disclosed.

(19) The exercise of a financial delegation must relate to the costs of the transaction as a whole, including all taxes and duties. The splitting of transactions to circumvent delegation limits is a breach of this Policy and may lead to disciplinary action.

### **Reporting and review**

(20) Delegates are accountable for reporting on their exercise of delegated authority in accordance with the conditions attached to the delegation of DLI Policy under which they are exercising authority.

### **Breaches and Disciplinary Actions**

(21) Any breach of this Policy or the Contract and Financial Delegations (DLI) Procedure, including unauthorised execution of contracts or violation of financial delegation limits, will be subject to internal disciplinary proceedings in line with DLI policies.

(22) Staff members executing DLI contracts without authority may be held personally liable under the contract.

## **Section 5 - Procedure**

(23) The Contract and Financial Delegations (DLI) Procedure documents how to comply with this policy.

## **Section 6 - Definitions**

(24) For the purpose of this Policy:

- a. Contract: an agreement between DLI and another party or parties. This includes purchase orders, heads of agreement, memoranda of understanding, letters of intent, tenders, strategic partnerships, variations and extensions to existing contracts.

## **Section 7 - Associated Documents**

(25) These associated documents are available on the DLI Policy page:

- a. Code of Conduct
- b. Contract and Financial Delegations (DLI) Procedure
- c. Fraud and Corruption Prevention and Control procedure
- d. Information and Records Management Policy
- e. Information and Records Management Procedure
- f. Integrity policy
- g. Partnerships policy
- h. Procurement policy
- i. Procurement Procedure

## POLICY DETAIL

<b>Name of policy</b>	Contract & Financial Delegations (DLI) Policy
<b>Overarching legislation</b>	Deakin University Act 2009 (Vic) Academic Board Regulations Council Regulations Deakin University Act 2009 (Vic) Deakin University Statute
<b>Approved by</b>	Yayasan Governing Board
<b>Approval date</b>	17th September 2025
<b>Date of effect</b>	17th September 2025
<b>Version</b>	V1.0
<b>Date of review</b>	The standard is five years from effective date, although can be reviewed more frequently if required. New policies are to be reviewed within 12 months to confirm effectiveness.
<b>DLI Approval</b>	Yayasan Governing Board 17th September 2025
<b>Deakin University Approval</b>	Professor Iain Martin
<b>Lancaster University Approval</b>	Sarah Randall-Paley 4th September
<b>Responsible Executive</b>	Chief Operating Officer
<b>Implementation Officer</b>	Chief Operating Officer or nominee (when appointed)
<b>Policy/procedure superseded</b>	No Applicable
<b>Summary</b>	This Policy sets out the principles which apply to DLI contracts. This Policy set out the principles which apply to delegations.
<b>Key words for online searching</b>	Finance, Contract Principles
<b>Category</b>	Administrative, University governance
<b>Target audience</b>	staff, associates