

Contracts and Financial Delegations (DLI) Procedure

Preamble

(1) This Procedure is effective from 17th September 2025.

Purpose

(2) This Procedure provides a clear process for managing contracts and financial delegations within the University. It aims to ensure efficient decision-making, accountability, and regulatory compliance.

(3) This procedure governs contract management and financial delegations at Deakin University Lancaster University Indonesia (DLI). The procedure ensures compliance with DLI's governance framework in line with Deakin University and Lancaster University policies.

Scope

(4) This Policy applies to all University officers, staff, and committees who have authority over contracts and financial decisions. The scope includes:

- a) all contracts entered into by the University with external parties; and
- b) financial delegations, whereby authority is conferred to University staff to approve expenditures or sign contracts in line with their roles and responsibilities.

(5) 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.

Policy

(6) This Procedure is pursuant to the Contract and Financial Delegations (DLI) Policy.

Procedure

Contract Initiation

(7) Identify Need and Alignment

- a) Contracts must be initiated based on a defined business need and strategic alignment, in accordance with the requirements set out in the Contracts and Financial Delegations (DLI) Policy.

(8) Conduct Due Diligence

- a) Due diligence must be undertaken to assess relevant risks and capabilities of all parties, as detailed in the Contracts and Financial Delegations (DLI) Policy.

Contract Review and Approval

(9) Legal Review

- a) Contracts must be reviewed by the legal team before approval. These teams ensure that all contracts are legally compliant, financially sound, and meet the necessary governance and compliance standards.
- b) Where relevant, additional review may be required by Procurement, Commercial, Human Resources, Property, or other functional areas.

(10) Delegated Authority for Signing

- a) Contracts must be signed by an authorised delegate in accordance with the approved financial limits and escalation requirements set out in the Contracts and Financial Delegations (DLI) Policy.

(11) Using the University Seal

- a) Contracts requiring formal legal validation must be signed using the University Seal in line with Deakin University's Contracts Policy and Lancaster University's Seal Procedures.

Financial Delegations

(12) Expenditure Approval

- a) Expenditure must be approved by a financial delegate in line with their authority and the conditions outlined in the Contracts and Financial Delegations (DLI) Policy.

(13) Documenting Transactions

- a) All financial transactions must be fully documented. Descriptions must be detailed enough to allow independent verification, including what the expense is for, who the beneficiaries are, and why the expenditure is necessary.

Conflict of Interest

(14) Declare and Escalate

- a) If a conflict of interest arises during any contractual or financial decision-making process, the delegate must declare it immediately.
- b) The decision should then be escalated to a higher authority to ensure objectivity and compliance with the University's policies on conflicts of interest.

Reporting and Monitoring

(15) Regular Reporting

- a) Delegates must provide regular reports on contracts and financial transactions in line with the University's governance procedures.
- b) Reports should be submitted to the CFOs of the University Partners and/or relevant committees for review half yearly.

(16) Maintaining the Register of Delegations

- a) The Register of Delegations must be maintained and kept up to date, as specified in the Contracts and Financial Delegations (DLI) Policy.

(17) Audit and Compliance

- a) The finance department will periodically audit transactions and contracts to ensure compliance with this procedure. Any discrepancies must be reported, and corrective actions taken.

Breaches and Disciplinary Actions

(18) Breaches of this procedure, including unauthorised actions or exceeding delegation limits, will be managed in accordance with the Contracts and Financial Delegations (DLI) Policy and relevant disciplinary procedures.

Definitions

(19) For the purpose of this procedure:

- a) Contract: Any agreement between DLI and an external party, including purchase orders, memorandum of understandings, tenders, partnerships.
- b) Financial Delegation: The authority to approve financial transactions up to a specified limit, as detailed in the Delegations Table.
- c) Delegate: A staff member authorized to approve contracts or financial transactions within their assigned limits.
- d) University Seal: The official seal used for validating legal contracts.
- e) Conflict of Interest: A situation where personal interests conflict with the responsibilities of the delegate in their role.

ASSOCIATED DOCUMENTS

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

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

PROCEDURE DETAIL	
Name of procedure	Contract & Financial Delegations (DLI) Procedure
Overarching policy	Contract & Financial Delegations (DLI) Policy
Approved by	Yayasan Governing Board
Approval date	17th September 2025
Date of effect	17th September 2025
Date of review	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.
Responsible Executive	Chief Operating Officer
Implementation Officer	Chief Operating Officer or nominee (when appointed)
Policy or procedure superseded	No Applicable
Summary	This Procedure sets out the principles which apply to DLI contracts. This Procedure set out the principles which apply to delegations.
Key words for online searching	Finance, Contract Principles
Category	Administrative, University governance
Target audience	staff, associates