

CONTRACTS POLICY

Category	Governance
Policy Owner	General Counsel
Last review	November 2024
Next review	November 2027
Approved by	Vice Chancellor
Effective date	November 2024

1. PURPOSE

To ensure all Contracts that bind the University including the risks associated with those Contracts are managed.

2. POLICY

No person has the authority to bind the University contractually unless that individual has been delegated that authority by Council or the Vice Chancellor and the contract has been properly reviewed prior to execution.

In general only the Vice Chancellor, the Deputy Vice Chancellors, Pro Vice Chancellors, Deans, Assistant Vice Chancellors and Group Directors have the authority to sign contracts.

Contracts are to be forwarded to the University's General Counsel for review prior to signature.

The Contract Manager is responsible for ensuring the rights and obligations under the Contract are met. Full records of negotiations and correspondence relating to the formation of a Contract will be retained by the Faculty or Unit.

3. DEFINITIONS

Contract: a legally binding agreement enforceable in Court. For the purposes of this Policy this includes Memorandums of Understanding and Tenders.

Contract Manager: means the University Employee responsible for the management of a Contract.

4. SCOPE

This Policy applies to all Employees with contract responsibilities (including the negotiation, entry into and management of Contracts) which commit the University financially or legally including contracts relating to:

- Construction / Buildings (and leases relating to Property)
- Licences
- Equipment (and leases relating to Equipment)
- Services (including consulting and legal services)

- Research
- Consultancy
- Teaching (including overseas contracts with TEC and other tertiary providers either within New Zealand or overseas)
- Event related arrangements and agreements with external speakers
- Commitments involving individuals or groups
- Agreements involving consultants or independent contractors, tender submissions which when accepted constitute agreements and Memorandums of Understanding.

This Policy does not apply to Employment Contracts made in relation to Employees.

5. LEGISLATION AND COMPLIANCE

The University shall comply with all applicable New Zealand laws, legislation and regulations.

6. RELATED PROCEDURES/DOCUMENTS

Contract Templates.

Procedures for Negotiation and Entry into Contracts.

Procedures for Establishing a Memorandum of Understanding.

[Council Policy No. 2 Delegations.](#)

[Risk Management Policy.](#)

Note: [Policies and Procedures](#) can be found on Tuia.

7. DOCUMENT MANAGEMENT AND CONTROL

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