

Authority to Sign Contracts and Agreements: Schedule of Delegations

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| Approving authority | University Council |
| Approval date | 26 March 2018 (1/2018) |
| Description | This Schedule provides a list of delegations authorising officers to sign contracts and agreements on behalf of the University. |
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| Next scheduled review | 2020 |
| TRIM document | 2018/0000031 |
| Document URL | http://policies.griffith.edu.au/pdf/Authority to Sign Contracts and Agreements_Schedule of Delegations.pdf |

Related documents

[Financial Delegations Schedule](#)

[Consultancy and Commercial Research Policy](#)

[\[Delegations\]](#) [\[Delegated signing authority\]](#)

1. DELEGATIONS

Each of the following Positions has delegated authority to:

| No. | Position | Delegation |
|---|-------------------------------|--|
| A. Vice Chancellor and President | | |
| 1. | Vice Chancellor and President | 1.1 affix the seal of the University to documents; 1.2 do anything else necessary or convenient to be done for, or in connection, with affixing the seal; 1.3 sign international agreements with partner institutions; 1.4 sign any agreements or documents where an external body requires the signature of the chief executive officer; 1.5 sign Memoranda of Understanding (MOUs) where protocol requires signature by the Chief Executive Officer; |

| No. | Position | Delegation |
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| B. Senior Deputy Vice Chancellor and Reporting Elements | | |
| 1. | Senior Deputy Vice Chancellor | <p>1.1 sign Memoranda of Understanding (MOUs) pertaining to research opportunities which are not otherwise delegated to University officers listed in this schedule;</p> <p>1.2 sign Agreements with international partner institutions and Memoranda of Understanding as approved by the Vice Chancellor and President;</p> <p>1.3 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> |
| 2. | Dean, Griffith Graduate Research School | <p>2.1 sign Thesis Examination and Confidentiality Agreements;</p> <p>2.2 sign Deed of Confidentiality for Chair of Examiners;</p> <p>2.3 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>2.4 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to HDR Students;</p> |
| 3. | Director or Deputy Director, Office for Research | <p>3.1 sign Agreements or Deeds between the University and the relevant funding body and any associated documents and declarations in relation to grants listed on the Australian Competitive Grants Register;</p> <p>3.2 sign Agreements or Deeds between the University and public sector agencies or organisations, both domestic and international, and any associated documents and declarations relating to research grants;</p> <p>3.3 sign Agreements or Deeds between the University and non-government organisations, both domestic and international, and any associated documents and declarations relating to research grants;</p> <p>3.4 sign Project Agreements or Deeds between the University and Cooperative Research Centres ("CRCs");</p> <p>3.5 sign Agreements or Deeds between the University and third parties, both domestic and international, and any associated documents and declarations in relation to any grant referred to in paragraphs 3.1 to 3.4 regardless of whether the University is the administering body for the grant;</p> <p>3.6 sign Scholarship Agreements or Deeds between the University, and/or a sponsoring body and/or a University</p> |

| No. | Position | Delegation |
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| | | <p>student relating to an Agreement or Deed referred to in paragraphs 3.1 to 3.5;</p> <p>3.7 sign Assignments of Intellectual Property Deeds (whether or not they are standard) between the University and a University student and/or employees of the University in relation to any grant referred to in paragraphs 3.1 to 3.6 and Griffith University Internal Grant Schemes (if required);</p> <p>3.8 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>3.9 sign Agreements or Deeds between the University and hospital and health services operators (including Queensland Hospital and Health Services regulated by the Hospital and Health Boards Act (Qld) 2011) with respect to access to facilities, equipment and patient information for research purposes and/or collaborative research;</p> <p>3.10 sign Agreements or Deeds between the University and the Australian Research Council or the National Health and Medical Research Council in relation to staff membership on expert panels or expert groups established by those bodies;</p> |
| 4. | Director, Griffith Enterprise | <p>4.1. Non-disclosure deeds or agreements.</p> <p>4.2. sign any agreement, deed, declaration or associated documents (including tenders and declarations required under the terms of tenders) relating to CCR Project Work under the Consultancy and Commercial Research Policy including related sub-contracts for services;</p> <p>4.3. sign any agreement, deed or declaration associated with registering, protecting and commercialising intellectual property rights of the University;</p> <p>4.4. sign any agreement, deed or declaration associated with assigning and licensing intellectual property owned by the University for commercialisation purposes;</p> <p>4.5. sign any agreement, deed or declaration under which the University provides or obtains materials relating to commercially funded or oriented research;</p> <p>4.6. sign New Project Intellectual Property agreements between the University and pre-existing Cooperative Research Centres (CRCs).</p> |
| 5. | Director, Institute for Glycomics | <p>5.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> |

| No. | Position | Delegation |
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| | | <p>5.2 sign material transfer agreements relating to the transfer of research material to or from the organisational area;</p> <p>5.3 or Deputy Director or equivalent position have delegated authority to sign standard Researcher's Deeds (for Government Funded University Research Facilities) including research associated with the Queensland Tropical Health Alliance;</p> |
| C. Deputy Vice Chancellor (Academic) and Reporting Elements | | |
| 1. | Deputy Vice Chancellor (Academic) | <p>1.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>1.2 sign declarations and other legal documentation arising from the University's obligations pursuant to the Tertiary Education Quality and Standards Agency Act, Higher Education Support Act and associated regulations, as amended from time to time, excluding where the declaration/document expressly requires the Vice Chancellor or Chief Executive Officer to sign;</p> <p>1.3 sign agreements for the establishment and/or conduct of academic programs or courses (including non-award programs or courses);</p> <p>1.4 sign Agreements with international partner institutions and Memoranda of Understanding as approved by the Vice Chancellor and President;</p> |
| 2. | Academic Registrar | <p>2.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>2.2 sign admission pathway agreements, articulation agreements or memoranda of understanding with educational partners for the purposes of domestic student recruitment and admission;</p> <p>2.3 sign all agreements to settle disputes relating to student misconduct and discipline, including settlement deeds and deeds of release;</p> |
| D. Deputy Vice Chancellor (Engagement) and Reporting Elements | | |
| 1. | Deputy Vice Chancellor (Engagement) | <p>1.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>1.2 sign sponsorship contracts, agreements or deeds pursuant to which the University agrees to provide or accept sponsorships;</p> |

| No. | Position | Delegation |
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| | | <p>1.3 sign funding agreements or deeds between the University and the Commonwealth of Australia relating to the Indigenous Advancement Strategy (IAS);</p> <p>1.4 sign Agreements with international partner institutions and Memoranda of Understanding as approved by the Vice Chancellor and President;</p> <p>1.5 sign Alumni Benefits Agreements;</p> |
| 2. | Associate Publisher, Griffith REVIEW | <p>2.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>2.2 sign freelance contributor's agreements;</p> <p>2.3 sign Co-editor's agreements;</p> <p>2.4 sign reproduction of works of art contracts for each edition of Griffith REVIEW;</p> <p>2.5 sign contracts and agreements for sales and subscriptions with external agencies;</p> |
| 3. | Director, Development & Alumni | <p>3.1 sign confidentiality or non-disclosure agreements relevant to the functions and activities of the organisational area;</p> <p>3.2 sign standard Deeds of Gift in respect of any cash or money donation accepted under and in accordance with the Philanthropy and Fundraising Policy;</p> <p>3.3 sign standard Deeds of Endowment in respect of any cash or money donation accepted under and in accordance with the Philanthropy and Fundraising Policy;</p> |
| E. Vice President (Corporate Services) and Reporting Elements | | |
| 1. | Vice President (Corporate Services) | <p>1.1 affix the seal of the University to documents;</p> <p>1.2 do anything else necessary or convenient to be done for, or in connection, with affixing the seal;</p> <p>1.3 sign any agreements, contracts, deeds, licences, documents dealing with property rights, property transfers, and leases, declarations or other legal documents which are not otherwise delegated to University officers listed in this schedule;</p> <p>1.4 sign agreements appointing or retaining recruitment/employment entities for the provision of services relating to staffing for the University;</p> |
| 1a. | Head, Legal Services | 1a.1 sign any of the agreements, contracts, deeds, licences, declarations or other legal documents delegated to the |

| No. | Position | Delegation |
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| | | <p>Vice President (Corporate Services) with a value of less than or equal to AUD\$100,000 ex GST;</p> <p>1a.2 sign confidentiality or non-disclosure deeds or agreements;</p> |
| 2a | Chief Financial Officer | 2a.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area |
| 2b | Head of Business Services | <p>2b.1 sign consultancy agreements with a value of less than or equal to AUD\$100,000 ex GST;</p> <p>2b.2 sign supply agreements with a value of less than or equal to AUD\$100,000 ex GST;</p> <p>2b.3 sign venue and conference hire agreements with a value of less than or equal to AUD\$100,000 ex GST;</p> <p>2b.4 sign confidentiality or non-disclosure agreements relevant to the functions and activities of the organisational area;</p> |
| 3. | Senior Category Manager | <p>3.1 sign consultancy agreements with a value of less than or equal to AUD\$25,000 ex GST;</p> <p>3.2 sign supply agreements with a value of less than or equal to AUD\$25,000 ex GST;</p> <p>3.3 sign external venue and conference hire agreements with a value of less than or equal to AUD\$25,000 ex GST;</p> |
| 4. | Director, Campus Life | <p>4.1 sign Campus Site Licences and agreements for the hire of University campus venues;</p> <p>4.2 sign consultancy agreements for the provision of professional services related to the maintenance, capital renewal and refurbishment of University assets or assessment of properties the University may lease;</p> <p>4.3 sign consultancy agreements for investigatory activities relating to existing and proposed assets and infrastructure;</p> <p>4.4 sign consultancy agreements for the provision of professional services related to the construction of new buildings or civil/services infrastructure and any pre or post ecological or vegetation related requirements;</p> <p>4.5 sign consultancy agreements in relation to the provision of Emergency Management training;</p> <p>4.6 sign agreements for the sale of Translink tickets;</p> |

| No. | Position | Delegation |
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| | | <p>4.7 sign agreements with Queensland Fire and Rescue Service relating to alarm management and bushfire operations;</p> <p>4.8 sign licence agreements to host homestay services and off campus accommodation on external websites;</p> <p>4.9 sign confidentiality or non-disclosure agreements relevant to the functions and activities of the organisational area;</p> |
| 5. | Associate Director, Facilities Management | <p>5.1 sign standard Campus Site Licences;</p> <p>5.2 sign consultancy agreements for the provision of professional services related to the maintenance, capital renewal and refurbishment of University assets or assessment of properties the University may lease;</p> <p>5.3 sign consultancy agreements for investigatory activities relating to existing and proposed assets and infrastructure;</p> <p>5.4 sign consultancy agreements in relation to the provision of Emergency Management training;</p> <p>5.5 sign agreements for the sale of Translink tickets;</p> <p>5.6 sign agreements with Queensland Fire and Rescue Service relating to alarm management and bushfire operations;</p> |
| 6. | Associate Director, Capital Works | <p>6.1 sign consultancy agreements for the provision of professional services related to the maintenance, capital renewal and refurbishment of University assets or assessment of properties the University may lease;</p> <p>6.2 sign consultancy agreements for investigatory activities relating to existing and proposed assets and infrastructure;</p> <p>6.3 sign consultancy agreements for the provision of professional services related to the construction of new buildings or civil/services infrastructure and any pre or post ecological or vegetation related requirements;</p> <p>6.4 sign agreements with Queensland Fire and Rescue Service relating to alarm management and bushfire operations.</p> |
| 7. | Campus Facilities Managers | 7.1 sign standard Campus Site Licences; |
| 8. | Director, Human Resource Management | 8.1 sign appointment schedules attached to or incorporated into executed agreements or deeds between the |

| No. | Position | Delegation |
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| | | <p>University and partner organisations to establish and fund joint appointment positions;</p> <p>8.2 sign confidentiality or non-disclosure agreements relevant to the functions and activities of the organisational area;</p> <p>8.3 sign declarations and other legal documentation arising from the University's obligations with regards to workers' compensation, State and Federal revenue and taxation requirements relating to the employment of University staff;</p> <p>8.4 sign agreements appointing or retaining recruitment/employment entities for the provision of services relating to staffing for the University;</p> <p>8.5 sign agreements for staffing-related consultancies with third parties up to \$20,000.</p> <p>8.6 sign appointment documentation.</p> <p>8.7 sign termination documentation.</p> <p>8.8 sign Deeds of Release and settlement documentation.</p> |
| 9. | Chief Digital Officer | <p>9.1 sign IT related services contracts including QITC, vendor and other software licences, software maintenance agreements, cloud hosting and software as a service contracts and hardware acquisition contracts up to \$100,000;</p> <p>9.2 sign third party software licences and annual maintenance agreements up to \$100,000.</p> <p>9.3 sign licence agreements for software for both Digital Solutions and the University as a whole;</p> <p>9.4 sign contracts for hardware in preferred supplier agreements (eg. servers, desktops, printers/Multi-Function Devices);</p> <p>9.5 sign 'Services' contracts relating to installations of infrastructure such as telecommunications;</p> <p>9.6 sign all contracts for Small Projects under the Consultancy and Commercial Research Policy up to and including AUD \$50,000 ex GST pertaining to the functions and activities of the organisational area;</p> <p>9.7 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> |

| No. | Position | Delegation |
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| 10. | Director, Audit, Risk and Compliance | 10.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area |
| 11. | Director, Planning Services | 11.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area |
| 12. | Director, Health, Safety & Wellbeing | 12.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area |
| F. Pro Vice Chancellor (Arts, Education & Law) and Reporting Elements | | |
| 1. | Pro Vice Chancellor (Arts, Education & Law) | <p>1.1 sign all contracts for Small Projects under the Consultancy and Commercial Research Policy up to and including AUD \$50,000 ex GST pertaining to their Element;</p> <p>1.2 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>1.3 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to their Element;</p> <p>1.4 sign Agreements, Deeds and other documents between the University and third parties, both domestic and international, and any associated documents and declarations in relation to research being conducted within their Element which research is not the subject of a research grant and is not governed by the Consultancy and Commercial Research Policy;</p> |
| 2. | <u>Queensland College of Art</u> Director, Queensland College of Art or Director, Griffith Artworks | <p>2.1 sign Agreement for reproduction of works of art;</p> <p>2.2 sign Deed for works held in the Griffith University Art Collection;</p> <p>2.3 sign Agreement for incoming Loan of Works of Art for public exhibition;</p> <p>2.4 sign Agreement for outgoing Loan of Works of Art for public exhibition;</p> <p>2.5 sign Certificate of Donation;</p> <p>2.6 sign Statement of significance;</p> <p>2.7 sign Donation summary;</p> <p>2.8 sign Assignment of Copyright (Photographs only);</p> |

| No. | Position | Delegation |
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| | | 2.9 sign Assignment of Copyright (Broad); 2.10 sign Professional Practice Agreements; 2.11 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area |
| 3. | Head of School, Griffith Film School | 3.1 sign Indemnity to Brisbane City Council Film Approval Application Form; 3.2 sign Student Copyright Assignment and Licence Deed; 3.3 sign Licence Deed - Student's Work: Community Engagement Project; 3.4 sign Production Agreement; 3.5 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area |
| 4 | Studio Manager, Griffith Film School | 4.1 sign Equipment Use and Premises Access Deed of Licence for agreements up to \$5,000; |
| 5 | Manager of the LiveWorm Studio (Gold Coast and South Bank) | 5.1 sign Design Agreement (and related Student Copyright Assignment Deed and Copyright Assignment Deed); 5.2 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area 5.3 sign the standard Print Agreement; |
| 6 | <u>Queensland Conservatorium</u> Director, Queensland Conservatorium or Business Manager, QCGU | 6.1 sign Performers agreements and Composers agreements; 6.2 sign Booking contracts; 6.3 sign Performance contracts; 6.4 sign Guest Artists contracts; 6.5 sign Venue Hire agreements for venues within the Conservatorium; 6.6 sign Performers Agency agreements up to \$2,000; 6.7 sign Copyright Licence forms and Recording Release forms; |

| No. | Position | Delegation |
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| | | <p>6.8 sign Instrument Loan Deed (Owner) for the loan of a musical instrument to the University;</p> <p>6.9 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> |
| 7 | Business Manager, QCGU Enterprise | <p>7.1 sign Performers agreements and Composers agreements;</p> <p>7.2 sign Booking contracts;</p> <p>7.3 sign Performance contracts;</p> <p>7.4 sign Guest Artists contracts;</p> <p>7.5 sign Venue Hire agreements for venues within the Conservatorium;</p> <p>7.6 sign Performers Agency agreements up to \$2,000;</p> <p>7.7 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> |
| 8 | Managing Editor, Griffith Law Review | <p>8.1 sign copyright agreements in respect of articles to be published in the Griffith Law Review;</p> <p>8.2 grant consent to authors who publish in the Griffith Law Review to have their articles published elsewhere;</p> <p>8.3 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> |
| 9 | Dean (Learning and Teaching) | <p>9.1 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to their Element;</p> |
| G. Pro Vice Chancellor (Business) and Reporting Elements | | |
| 1. | Pro Vice Chancellor (Business) | <p>1.1 sign all contracts for Small Projects under the Consultancy and Commercial Research Policy up to and including AUD \$50,000 ex GST pertaining to their Element;</p> <p>1.2 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>1.3 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and</p> |

| No. | Position | Delegation |
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| | | <p>forms for student placements, volunteering and work integrated learning pertaining to their Element;</p> <p>1.4 sign Agreements, Deeds and other documents between the University and third parties, both domestic and international, and any associated documents and declarations in relation to research being conducted within their Element which research is not the subject of a research grant and is not governed by the Consultancy and Commercial Research Policy;</p> |
| 2. | Dean (Learning and Teaching) | 2.1 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to their Element; |
| H. Pro Vice Chancellor (Health) and Reporting Elements | | |
| 1. | Pro Vice Chancellor (Health) | <p>1.1 sign all contracts for Small Projects under the Consultancy and Commercial Research Policy up to and including AUD \$50,000 ex GST pertaining to their Element;</p> <p>1.2 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>1.3 sign material transfer agreements relating to the transfer of research material to or from the Element;</p> <p>1.4 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to their Element;</p> <p>1.5 sign Agreements, Deeds and other documents between the University and third parties, both domestic and international, and any associated documents and declarations in relation to research being conducted within their Element which research is not the subject of a research grant and is not governed by the Consultancy and Commercial Research Policy;</p> <p>1.6 sign agreements under the Clinical Trial Notification Scheme;</p> <p>1.7 sign declarations/forms under the Therapeutic Goods Administration – Clinical Trial Notification Scheme for clinical trials being conducted within Griffith Health;</p> <p>1.8 sign Clinical Trial Protocols (and variations thereof) pursuant to the Therapeutic Goods Act where the University is the Sponsor of the clinical trial being conducted within Griffith Health;</p> |

| No. | Position | Delegation |
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| 2. | Dean and/or Head of School a) Allied Health Sciences; b) Applied Psychology; c) Dentistry and Oral Health; d) Human Services and Social Work; e) Medicine; f) Medical Science; g) Nursing and Midwifery; h) Pharmacy and Pharmacology | 2.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area; 2.2 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to their Element; |
| 3. | <u>School of Allied Health Sciences</u> a) Physiotherapy Senior Clinical Manager; b) Placements Officer Physiotherapy; c) Discipline Lead Physiotherapy; d) Placements Officer, Nutrition and Dietetics; e) Program Convenor, Nutrition and Dietetics; f) Lecturer, Nutrition and Dietetics; g) Placements Officer Exercise Science; h) Discipline Lead Exercise Science; i) Program Convenor Graduate Diploma Exercise Science; j) Program Convenor Bachelor Exercise Science; k) Placements Officer Speech Pathology; l) Discipline Lead Speech Pathology; m) Discipline Lead Occupational Therapy; n) Lecturer, Occupational Therapy; o) Deputy Head of School, Learning & Teaching | 3.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area; 3.2 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to their Element; |

| No. | Position | Delegation |
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| | <p data-bbox="268 342 628 376"><u>School of Applied Psychology</u></p> <p data-bbox="268 409 416 443">Gold Coast</p> <ul style="list-style-type: none"> <li data-bbox="268 477 603 544">a) Deputy Head of School, Learning & Teaching; <li data-bbox="268 555 496 589">b) Clinic Director; <li data-bbox="268 600 635 633">c) Director, Clinical Program; <li data-bbox="268 645 592 712">d) Clinical Externship Co-ordinator; <li data-bbox="268 723 456 757">e) WIL Officer <p data-bbox="268 790 408 824">Mt Gravatt</p> <ul style="list-style-type: none"> <li data-bbox="268 857 603 925">a) Deputy Head of School, Learning & Teaching; <li data-bbox="268 936 544 1003">b) Clinical Externship Coordinator; <li data-bbox="268 1014 663 1081">c) Director, Clinical Psychology programs; <li data-bbox="268 1093 507 1126">d) Clinic Manager; <li data-bbox="268 1137 456 1171">e) WIL Officer <p data-bbox="268 1205 608 1272"><u>School of Dentistry and Oral Health</u></p> <ul style="list-style-type: none"> <li data-bbox="268 1305 671 1395">a) Program Convenor, Bachelor of Oral Health in Dental Science; <li data-bbox="268 1406 676 1507">b) Program Convenor, Master of Dental Technology in Prosthetics; <li data-bbox="268 1518 628 1585">c) Clinical Placement Officer Dentistry and Oral Health <p data-bbox="268 1619 643 1686"><u>School of Human Services and Social Work</u></p> <ul style="list-style-type: none"> <li data-bbox="268 1720 660 1809">a) Field Placement Convenor – Human Services and Social Work; <li data-bbox="268 1821 647 1921">b) Course Convenor – Field Education Human Services and Social Work; <li data-bbox="268 1933 639 2022">c) Field Placement Officer – School of Human Services and Social Work | |

| No. | Position | Delegation |
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| | <p>d) Deputy Head of School, Learning & Teaching</p> <p><u>School of Medicine</u></p> <p>a) Clinical Placements Officer; b) School Administration Officer; c) Convenor, Environmental Health; d) Convenor, Public Health; e) Administration Officer, Environmental Health and Public Health; f) Professional Placements Officer, Health Services Management; g) WIL Course Convenor, Health Services Management; h) Deputy Head of School, Learning & Teaching</p> <p><u>School of Medical Science</u></p> <p>a) Program Director, Bachelor of Medical Laboratory Science; b) Deputy Head of School, Learning & Teaching;</p> <p><u>School of Nursing and Midwifery</u></p> <p>a) Clinical Coordinator, Gold Coast, Logan, Nathan; b) Manager, Administration; c) Deputy Head of School, Learning & Teaching</p> <p><u>School of Pharmacy and Pharmacology</u></p> <p>a) Placements Co-ordinator; b) Convenor, Bachelor of Pharmaceutical Science; c) Convenor, Bachelor of Pharmacy; d) Convenor, Master of Pharmacy</p> | |

| No. | Position | Delegation |
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| 4. | Director, Research Programs of the Menzies Health Institute Queensland | <p>4.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>4.2 sign material transfer agreements relating to the transfer of research material to or from the organisational area;</p> |
| 5. | Dean (Academic) | <p>5.1 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between Gold Coast Hospital and Health Service and Griffith University dated 23 April 2014 pertaining to Griffith Health projects;</p> <p>5.2 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between the University and Primary Care Gold Coast Limited dated 26 November 2015 pertaining to Griffith Health projects</p> |
| 6. | Dean (Learning & Teaching) | <p>6.1 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between Gold Coast Hospital and Health Service and Griffith University dated 23 April 2014 pertaining to Griffith Health projects;</p> <p>6.2 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between the University and Primary Care Gold Coast Limited dated 26 November 2015 pertaining to Griffith Health projects;</p> <p>6.3 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to their Element;</p> |
| 7. | Dean (Research) | <p>7.1 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between Gold Coast Hospital and Health Service and Griffith University dated 23 April 2014 pertaining to Griffith Health projects;</p> <p>7.2 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between the University and Primary Care Gold Coast Limited dated 26 November 2015 pertaining to Griffith Health projects;</p> <p>7.3 sign material transfer agreements relating to the transfer of research material to or from the Element;</p> |
| 8. | Director, Menzies Health Institute Queensland | <p>8.1 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between Gold Coast Hospital and Health Service and Griffith University dated 23 April 2014 pertaining to Griffith Health Institute projects;</p> <p>8.2 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between the University and Primary Care Gold Coast Limited dated 26 November</p> |

| No. | Position | Delegation |
|---|--------------------------------|---|
| | | <p>2015 pertaining to Menzies Health Institute Queensland projects</p> <p>8.3 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>8.4 sign material transfer agreements relating to the transfer of research material to or from the organisational area;</p> <p>8.5 sign Agreements, Deeds and other documents between the University and third parties, both domestic and international, and any associated documents and declarations in relation to research being conducted within their Institute which research is not the subject of a research grant and is not governed by the Consultancy and Commercial Research Policy;</p> |
| I. Pro Vice Chancellor (Sciences) and Reporting Elements | | |
| 1. | Pro Vice Chancellor (Sciences) | <p>1.1 sign all contracts for Small Projects under the Consultancy and Commercial Research Policy up to and including AUD \$50,000 ex GST pertaining to their Element;</p> <p>1.2 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>1.3 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to their Element;</p> <p>1.4 sign Agreements, Deeds and other documents between the University and third parties, both domestic and international, and any associated documents and declarations in relation to research being conducted within their Element which research is not the subject of a research grant and is not governed by the Consultancy and Commercial Research Policy;</p> <p>1.5 sign material transfer agreements relating to the transfer of research material to or from the Element;</p> <p>1.6 sign declarations/forms under the Therapeutic Goods Administration – Clinical Trial Notification Scheme for clinical trials being conducted within Griffith Sciences;</p> <p>1.7 sign Clinical Trial Protocols (and variations thereof) pursuant to the Therapeutic Goods Act where the University is the Sponsor of the clinical trial being conducted within Griffith Sciences;</p> <p>1.8 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between Gold Coast Hospital and</p> |

| No. | Position | Delegation |
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| | | <p>Health Service and Griffith University dated 23 April 2014 pertaining to Griffith Sciences projects;</p> <p>1.9 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between Griffith University and Primary Care Gold Coast Limited dated 26 November 2015 pertaining to Griffith Sciences projects;</p> |
| 2. | <p>School of Environment and Science</p> <p>a) Postgraduate Liaison Officer;</p> <p>b) Program Convenor, Genetic Counselling;</p> <p>c) Program Convenor, Clinical Biochemistry;</p> <p>d) Program Convenor, Clinical Microbiology;</p> <p>e) Program Convenor, Clinical Physiology;</p> <p>f) Program Convenor, Biotechnology;</p> <p>g) Head, Aviation</p> | <p>2.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>2.2 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to their Element;</p> |
| 3. | <p>a) Director, Griffith Research Institute for Drug Discovery</p> <p>b) Director, Cities Research Institute</p> | <p>3.1 sign confidentiality or non-disclosure deeds or agreements relevant to the functions and activities of the organisational area;</p> <p>3.2 sign material transfer agreements relating to the transfer of research material to or from the organisational area;</p> <p>3.3 sign Agreements, Deeds and other documents between the University and third parties, both domestic and international, and any associated documents and declarations in relation to research being conducted within their Institute which research is not the subject of a research grant and is not governed by the Consultancy and Commercial Research Policy;</p> <p>3.4 or Deputy Director or equivalent position have delegated authority to sign Researcher's Deeds (for Government Funded University Research Facilities) including research associated with the Queensland Tropical Health Alliance;</p> |
| 4. | <p>a) Director, or equivalent position, Compounds Australia</p> <p>b) Director or Deputy Director, Queensland Micro and Nanotechnology Centre</p> | <p>4.1 sign Researcher's Deeds (for Government Funded University Research Facilities) including research associated with the Queensland Tropical Health Alliance;</p> <p>4.2 sign material transfer agreements relating to the transfer of research material to or from the Element;</p> |

| No. | Position | Delegation |
|-----|----------------------------|---|
| | | <p>4.3 sign Agreements, Deeds and other documents between the University and third parties, both domestic and international, and any associated documents and declarations in relation to research being conducted within their Institute which research is not the subject of a research grant and is not governed by the Consultancy and Commercial Research Policy;</p> <p>4.4 for the Director or equivalent position Compounds Australia, sign any documents relating to membership of Compounds Australia or the management of Compounds held in the Compounds Australia collection;</p> |
| 5. | Dean (Academic) | <p>5.1 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between Gold Coast Hospital and Health Service and Griffith University dated 23 April 2014 pertaining to Griffith Sciences projects;</p> <p>5.2 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between the University and Primary Care Gold Coast Limited dated 26 November 2015 pertaining to Griffith Sciences projects</p> |
| 6. | Dean (Learning & Teaching) | <p>6.1 sign student placement agreements, deeds and corresponding schedules, declarations, nominations and forms for student placements, volunteering and work integrated learning pertaining to their Element;</p> <p>6.2 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between Gold Coast Hospital and Health Service and Griffith University dated 23 April 2014 pertaining to Griffith Sciences projects;</p> <p>6.3 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between the University and Primary Care Gold Coast Limited dated 26 November 2015 pertaining to Griffith Sciences projects</p> |
| 7. | Dean (Research) | <p>7.1 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between Gold Coast Hospital and Health Service and Griffith University dated 23 April 2014 pertaining to Griffith Sciences projects;</p> <p>7.2 sign Schedule 1 - (Project Schedule) of the Research Collaboration Deed between the University and Primary Care Gold Coast Limited dated 26 November 2015 pertaining to Griffith Sciences projects;</p> <p>7.3 sign material transfer agreements relating to the transfer of research material to or from the Element;</p> |

| No. | Position | Delegation |
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| J. Vice President (Global) | | |
| 1. | Vice President (Global) | 1.1 sign International Agent agreements; 1.2 sign US Sending Partner agreements; 1.3 sign all contracts for Small Projects under the Consultancy and Commercial Research Policy up to and including AUD \$50,000 ex GST pertaining to their Element; 1.4 sign all contracts for the delivery of non-award and professional development courses and the delivery of consultancy services for international donor and international development projects; 1.5 sign Direct Study Abroad Agreements and like agreements between the University and international partner institutions; 1.6 sign Agreements with international partner institutions and Memoranda of Understanding as approved by the Vice Chancellor and President; 1.7 sign Project Schedules under the current <i>Deed for Student Mobility Programmes between the Commonwealth of Australia as represented by the Australian Government Department of Education and Training and Griffith University regarding Student Mobility Programs.</i> |
| K. Pro Vice Chancellor and Head (Logan Campus) | | |
| 1. | Pro Vice Chancellor and Head (Logan Campus) | 1.1 sign licence agreements for library acquisitions; |
| L. Other | | |
| 1. | Head of Element as defined in the Consultancy and Commercial Research Policy | 1.1 sign all contracts for Small Projects under the Consultancy and Commercial Research Policy up to and including AUD \$50,000 ex GST pertaining to their Element; |

2. DELEGATED SIGNING AUTHORITY

- 2.1 Where a person is acting in a position referred to in this schedule, that person has the delegated signing authority which attaches to that position.
- 2.2 Where the name of a position, School, Office or Department changes from the name which appears in this schedule, the replacement name of the position, School, Office or Department will have the same delegated signing authority which attached to the previous position, School, Office or Department.
- 2.3 No person has the authority to sub-delegate any of the authorised Delegations granted pursuant to this schedule.
- 2.4 References to dollar amounts exclude GST.