

# Raise a Service One Ticket

## Legal Matters

Will be referred to the Legal Team

This includes queries surrounding:

- Legal Disputes
- Legal Advice

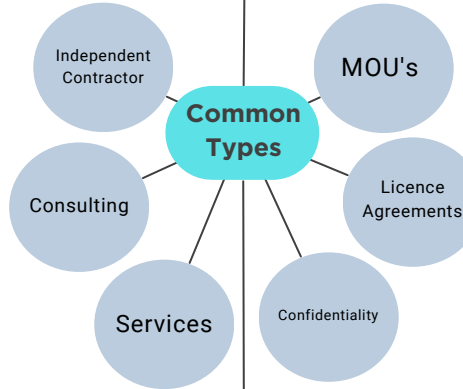
Non-Standard Contracts which are:

- High risk and/or highly complex in nature

This can include Research Contracts.

## Non-Research

### New Agreement



### Details to provide

1. Legal Name
2. ABN & Contact details
3. Description of Services
4. Deliverables
5. Term of Agreement
6. Timelines/Due Dates
7. Contract Value
8. Payment
9. Terms/Milestones
10. IP/Copyright
11. Special Conditions
12. Attachments

## Non-Research Variation

### Variation to Existing Agreement

Extension & Amendment

### Details to provide

1. Length of Extension
2. New Value of Agreement
3. Other changes as a result of extension or generally

## Research

If more than 10% Research: Refer to Research Contracts Team

1.

Assigned to Legal/Contracts Officer who will prepare or review draft Agreement.

2.

Negotiations occur (if any)  
Agreement provided to the other party for signing.

3.

Signature organised with Flinders delegate as per the Delegations of Authority to Enter into Contracts Policy.

4.

Contract record created.  
Contract Manager returns copy to other party and holds responsibility of contract.

## Forms

**ROEC**  
All contracts  
require a ROEC

**OR** complete  
approval for  
exemption from  
quotation  
requirements form

**Non Research  
Certification Form**  
Contracts with  
revenue  
> \$10,000

**Contract Manager  
Responsibilities**

## Procurement Policy

**> \$7,500**  
Seek quotes in  
line with policy

**> \$100k**  
Acquisition Plan  
**> \$300k**  
SPC approval

## Other Key Policies

**Delegations of  
Authority Policy**  
Details who can  
sign on behalf of  
Flinders

**Foreign  
Interactions Policy**  
Consider DFAT  
notification

**Low Value Low  
Risk ICSA's**  
Utilising Purchase  
Orders instead of  
ICSA's

**External Entities  
Policy**  
Details approvals  
required to obtain  
membership in  
another entity

**Digital  
Technologies  
Policy**  
Covers IDS  
Approvals