



DOCUMENT NUMBER	SI001
TYPE	Policy
SUBJECT	Signing of Contracts Policy
AUTHORISED BY	Diocesan Council
DATE AUTHORISED	5 th November 2022

1. Preamble

This policy has been separated out from SP001 Administration Circular 2023 at the wish of Diocesan Council.

2. Signing of Contracts

Signing of contracts

Please note that all agreements in the name of The Synod of the Diocese of the Northern Territory Incorporated, A.B.N. 83 035 175 830, Incorporation Number 00160C (NT) must be signed by the Bishop and/or the Registrar and registered by Diocesan Business Services. It is also recommended that agreements for significant amounts or with unusual terms which are to be signed in the name of a parish or other ministry unit be reviewed by the Diocesan Business Manager in order to protect officers of the Parish and the Diocese from personal liability. For clarity, this does not include Memoranda of Understanding signed in accordance with the Safe Ministry protocols.

For completion when document supersedes and existing policy, procedure or protocol.

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE