

A quick guide to the services of the

Commercial Services Directorate

Division of Services and Resources

Director: **Rod Barnes**

rodney.barnes@jcu.edu.au

4781 4056 or 0418 795 182

jcu.edu.au/dsr/commercial-services/



The Commercial Services Directorate provides advice and direct assistance to its business partners within the Divisions (not including research and international student agreements) in the key areas of contract, property, companies and special projects. In addition to document preparation and review the Commercial Services role takes on a more commercial flavour as we seek to find practical commercial solutions to everyday business issues. Our focus is to protect the University's interests whilst at the same time managing a risk tolerance approach.

Service Areas	Contracts	Property	Companies	Special Projects
Head and key email contact	<p>Lyndal Guinea Commercial Contracts Officer lyndal.guinea@jcu.edu.au</p> <p>All new enquiries to: cso.contracts@jcu.edu.au</p>	<p>David Eaton Manager, Commercial Services david.eaton@jcu.edu.au</p> <p>All new enquiries to: cso.realproperty@jcu.edu.au</p>	<p>Rod Barnes Director, Commercial Services rodney.barnes@jcu.edu.au</p> <p>All new enquiries to: cso.company@jcu.edu.au</p>	<p>Rod Barnes Director, Commercial Services rodney.barnes@jcu.edu.au</p>
Services	<ul style="list-style-type: none"> Reviewing, drafting, advising, negotiating and arranging for signing of agreements to which the University is a party. Types of contracts and agreements would include: <ul style="list-style-type: none"> funding agreements; confidentiality agreements; student placement agreements; consultancy agreements; articulation agreements; collaboration agreements; memorandums of understanding; construction contracts; professional services agreement; GITC Agreements; sponsorship agreements. Development of template agreements for use within the University. 	<ul style="list-style-type: none"> Reviewing, drafting, advising, negotiating and assisting in obtaining internal approvals and signatures on property transactions to which the University is a party. Types of transactions would include: <ul style="list-style-type: none"> leases and licenses to occupy (whether JCU is the tenant or landlord); purchase and sale of land; residential tenancy agreements; short-term commercial tenancy agreements. 	<ul style="list-style-type: none"> Providing oversight of all JCU controlled and non-controlled entities; Company secretarial support to controlled entities; advice and assistance in the establishment of controlled entities and acquisition of interests in non-controlled entities; advice and assistance in entering joint venture and other business relationships; business names; trademarks; and acquisition of businesses that support the University's aims. 	<ul style="list-style-type: none"> Assist and support the University's Discovery Rise Project; Assist, support and coordinate special projects such as delivery of: <ul style="list-style-type: none"> On campus student accommodation; retail and commercial offerings on campus including food outlets; other facilities linked to the University's aims. Assist and support the development of University policies where they relate to our core functions.
Key resources	<ul style="list-style-type: none"> FMPM – Appendix A – Delegations policy 	<ul style="list-style-type: none"> Real Estate Dealings Policy FMPM – Appendix A – Delegations policy 	<ul style="list-style-type: none"> Controlled and Non-controlled Entities Policy Statutory Bodies Financial Arrangements Act 1982(Qld) Corporations Act 2001 (Cth) 	<ul style="list-style-type: none"> James Cook University Act 1997 (Qld)