

## GC21 and MW21 Construction Contract Process

### STEP 1: Procurement process

If you want to engage a third party to provide any kind of goods or services to UNE:

- All purchasing must be in accordance with the UNE Procurement Policy and Procedures <https://policies.une.edu.au/document/view-current.php?id=75>
- If the total value of the agreement (inc GST) will be between \$10,000 and \$250,000, you must either obtain the required number of quotes or apply to Procurement for an exemption through ServiceNow <https://www.une.edu.au/staff-current/staff-services/financial-services/procurement/forms-and-user-guides>
- If the total value of the agreement (inc GST) will be over \$250,000 contact [procurement@une.edu.au](mailto:procurement@une.edu.au) for guidance on required internal UNE approvals
- UNE must report on the risk of modern slavery happening in supply chains for all goods and services. Contact [procurement@une.edu.au](mailto:procurement@une.edu.au) for guidance on what you need to document to show that you have addressed the risk

### STEP 2: Determine type of contract needed

- If the value of the construction is up to \$1 million with a reasonably straightforward risk profile you will need to use the MW21 contract documents - MW21 Formal Instrument of Agreement, MW21 Contract Information and MW21 Letter of Aware from the UNE Legal Services website <https://www.une.edu.au/about-une/governance/legal-office>
- If the value of the construction is over \$1 million or for complex or riskier work, you will need to use the GC21 contract documents - GC21 Formal Instrument of Agreement, GC21 Contract Information, GC21 Special Conditions and GC21 Letter of Aware from the UNE Legal Services website <https://www.une.edu.au/about-une/governance/legal-office>
- Contact UNE Legal Services if you need assistance in determining which contract to use, or need assistance in completing the details [legal@une.edu.au](mailto:legal@une.edu.au)

### STEP 3: Working with children or overseas organisation?

- If the supplier may be working with children or vulnerable people when providing the goods or services (ie doing construction work at Yarm Gwanga or the residential colleges), contact UNE Legal Services for advice.
- If the supplier is an overseas organisation you will need to complete the Foreign Interference Checklist (available from Office of DVCR [dvcr@une.edu.au](mailto:dvcr@une.edu.au)) and return it to Office of DVCR

### STEP 5: Privacy Assessment

- If the supplier will have access to any personal data held by UNE, a Privacy Assessment will need to be carried out by the UNE Privacy Officer. Contact the UNE Privacy Officer for advice [privacy@une.edu.au](mailto:privacy@une.edu.au)

### STEP 6: Submit documents to the Faculty or Business Area Manager

- When you have completed the contract documents, fill out and submit the following documents to the EBE business area manager:
  - Contract Approval Form (available on the UNE Legal Services website)
  - The completed contract documents
  - Privacy Assessment (if applicable)
  - Procurement approval or exemption
  - Foreign Interference Checklist (if applicable)
- The EBE business area manager will arrange for the Director's signature on the Contract Approval form.

**STEP 7:  
Submit  
documents to  
UNE Legal  
Services**

- Put the documentation from Step 6 into UNE's Contract Management System (CMS)
- UNE Legal Services will:
  - Put the contract document into UNE's record management system (TRIM)
  - Review the contract documents and provide advice, which may include a requirement for rework of the contract documents
  - If appropriate, approve the contract documents for execution by UNE
  - Arrange for execution of the contract documents by the supplier and the relevant UNE delegate
  - Provide a copy of the fully executed contract documents to you and the supplier, and will notify IINF Finance

**STEP 8:  
Post  
execution**

- The Business Area will raise a purchase order and will process all invoices.

**STEP 9:  
Contract  
management**

- You are responsible for managing the contract to its completion
- If the contract needs to be varied or extended, contact UNE Legal Services for assistance. Contracts cannot be extended or varied by you without the relevant approvals. The relevant UNE delegate will need to approve any variation.