

Contract Approval Form

All UNE contracts must be sent to UNE Legal Services for review and approval.. No UNE contract should be signed unless it is sent to the delegate for signing by UNE Legal Services. Use this form to provide sufficient details about the contract so that the authorised delegate can understand what they are being asked to approve and sign. The form must be completed by the Contract Manager and submitted with the contract and relevant supporting documents to UNE Legal Services.

"Contract" means any agreement, contract, terms and conditions, MOU, supplier purchase order, lease, licence or other document requiring signature by a person at UNE.

PART A – must be filled in for every contract

UNE details (mandatory)					
Contract Owners / Managers	Project Officer/Contract Owner <small>(the person submitting the contract for approval)</small>				
	Contract Manager <small>(the person responsible for the ongoing management of the contract)</small>				
Related UNE Ref. Nos (if applicable)	Relevant Faculty, School, Business Area Internal Memo TRIM Ref.		TAG Ref. No. (if applicable)		
Dean or Senior Executive	Dean or Senior Executive for operational portfolio (EP/COO/CFO/DVC/DVCR/VC)		RFT/RFQ/RFE No.		
Contract Details (mandatory)					
Type of contract					
Other party (Add rows if multiple)	<small>(you should check the company name and ACN on www.asic.gov.au and the entity name/ABN on www.abr.business.gov.au)</small>			ABN/ACN:	<small>(where the other party is a company, the ACN is required)</small>
Other party's country					
Contract Background					
Any other related Contracts	<input type="checkbox"/> New Contract <input type="checkbox"/> A Contract related to another contract		<small>Select "new contract" if this is a stand-alone agreement. If your contract depends on another contract, such as a head agreement or parent agreement (eg a Master Services Agreement), or is an amendment or variation, select "contract related to another contract"</small>		
	If this is a contract related to another contract, give the name and TRIM reference of the original or related contract:				
Value / Financials	Type of contract	\$AUD Total Value (whole of life, inc GST)		Examples	
	Revenue			Consulting or research services by UNE for \$, sponsorship \$ received by UNE, grant \$ received by UNE	
	Expense			Procurement or purchasing activity, spend by UNE	
	Lease/Licence			Property lease (either as lessor or lessee) or a property licence.	
	Non-financial			MOU or Confidentiality Agreement with no \$ value	
Time / Duration of Contract	Start Date			End Date	
	Contract term			Extensions / Further Terms	
	Automatic rollover?	Yes	If Yes: what date does the contract manager need to give notice to stop the rollover?		
	<small>NOTE that Legal Services recommends against this</small>	No	<small>NOTE that this is the responsibility of the contract manager</small>		
Sub-contractors <small>(Will there be any subcontracts under this agreement?)</small>	Organisation/Person:				
UNE approvals (mandatory)					
Budget and Business Case	<p>The relevant Dean or operational area Director named above has approved the budget and personnel for this contract</p> <p>This is a commercial activity as defined in the <i>UNE Commercial Activities Rule</i> and the relevant Dean or operational area Director named above and the Vice Chancellor/UNE Council (as applicable) have approved the business case saved as TRIM document:</p>				

	<p>This is not a commercial activity as defined in the <i>UNE Commercial Activities Rule</i></p> <p><small>(you should check the UNE Commercial Activities Rule https://policies.une.edu.au/document/view-current.php?id=71 to see if a business case is required. Contact UNE Governance for more information)</small></p>	
Financial Approvals	<p>This contract requires VC Tender Committee Approval Yes No</p>	
	<p>This contract requires Finance & Infrastructure Committee Approval Yes No</p>	
	<p>This contract requires UNE Council Approval Yes No</p>	
	<p>If any of the above apply, I must attach a copy of the approval <small>(refer to the Financial Delegations Rule https://policies.une.edu.au/document/view-current.php?id=73)</small></p>	
Procurement Approval	<p>This contract was the result of a competitive procurement process (eg tender or request for quote) OR</p> <p>A Procurement Exemption (RFE) has been obtained from UNE Procurement and is attached</p>	
Lease/Licence Approval <small>(leave blank if not a lease or licence)</small>	<p>This is a lease and EBE and UNE Insurance have been consulted and have approved the lease</p> <p>This is a licence to occupy and EBE and UNE Insurance have been consulted and have approved the licence to occupy</p>	
Risk Assessment <small>(mandatory)</small>		
Risk assessment	Relevant risks:	
	Mitigation of risks:	
Hazardous materials	Biological materials subject to Biosecurity Import Conditions – the contract involves research or handling of materials that when brought into Australia may require an import permit or quarantine restrictions as set out on the BICON website (https://bitcon.agriculture.gov.au)	
	Genetically Modified Organisms (GMOs) – the contract involves handling of substances that contain GMOs subject to the <i>Gene Technology Act 2000 (Cth)</i>	
	Radioisotopes and Radiation Safety – the contract involves handling of substances that contain radioisotopes that are subject to the <i>Radiation Control Act 1990 (NSW)</i> or <i>Nuclear Non-Proliferation (Safeguards) Act 1987 (Cth)</i>	
	Hazardous Substances - the contract involves handling of hazardous substances classified to the <i>Poisons and Therapeutic Goods Act 1966 (Cth)</i>	
Foreign entity reporting	<p>Not required: This is not a contract between UNE and a person or entity from another country. <small>(Contact UNE DVCR for a copy of the Foreign Interference Checklist or for more information)</small></p>	
	<p>Completed: Contract owner has completed the Foreign Interference Checklist and has submitted it to Office of DVCR and has saved it in the contract TRIM file</p>	
Defence and Strategic Goods	<p>I have checked the Defence and Strategic Goods List (DSGL) https://www.defence.gov.au/business-industry/export/controls/assess-apply/self-assessment-tool and confirm that the goods, software or technology:</p> <p>are not the subject of regulatory controls are the subject of regulatory controls</p>	
Ethics Approval	<p>This is a research contract and will need either human ethics or animal ethics approval</p>	
Research Contracts <small>(If the contract is not a research contract, leave this section blank)</small>		
Project title		
Project type	Research grant or consultancy	Travel grant (travel expenses ONLY)
	Publication only	Scholarship or student project
Funding source	<p>Funding Body:</p> <p>Is the funding from or sourced by Poultry Hub Australia?</p> <p>Is the funding from a Commonwealth funded research centre (CRC) of which UNE is a participant?</p> <p>Has the UNE DVCR Research Sustainability Fee been built into the budget if applicable?</p>	

UNE Student project team members	Name: School: Email: Student ID:	Name: School: Email: Student ID:	Name: School: Email: Student ID:
Student involvement	Will a student be accessing confidential information on this project? Will a student be accessing confidential information about children on this project? Will a student be creating intellectual property in this project? Will a student be employed via the UNE recruitment process to work on this project? Will a student under 18 be involved in the project? Will the project include an advertised, competitive student scholarship?		
GIPA Register (mandatory)			
Under the <i>Government Information (Public Access) Act 2009</i> (NSW) a contract whose value (including variations) is over \$150,000 (inc GST) must be included on UNE's GIPA register	The contract involves UNE spending/committing money to a third party	Yes	No
	The total value of the contract and variations is \$150,000 inc GST or more	Yes	No
	The contract is with a private entity (not with a government dept or agency)	Yes	No
	If ALL of the above are yes, I have completed PART B of this form		
Electronic Signing (If the contract is to be signed electronically through AdobeSign, provide the name and email of the other party's signatories. For companies, this must be two directors. If the contract is <u>not</u> being signed electronically, leave this section blank)			
1) First signatory name			
Title			
Email address			
2) Second signatory name			
Title			
Email address			

CERTIFICATION (mandatory)			
I have read and understood the terms of the contract and am satisfied that it is in the best interests of the University, except as may be otherwise noted above. I recommend the contract for approval and signing.			
UNE Project Officer	Name	Signature	Date
Head of School or Director of Operational Area	Name	Signature	Date
Dean or Senior Executive	Name	Signature	Date

PART B – see GIPA Register section above.
If all answers were yes, this PART B must be filled in for all contracts with a whole of life value of \$150,000 (inc GST) or more

Details for all contracts with a value of \$150,000 or more (insert required information or write N/A)		
Subcontractors to be used by the other party for the contract	Name of Subcontractor: Address of Subcontractor:	
Contract renegotiation		
Price variations		

Operational or maintenance services
Sourcing process

Details for all contracts to which any of the following applies:

- There was no tender process, the contract is not publicly available and the contract has been negotiated directly with the contractor
- There was a tender process and the contract has been negotiated directly with the contractor
- The contract contains an obligation for UNE or the contractor to maintain or operate infrastructure for 10 years or more
- The contract involves a privately financed project as defined by the NSW Treasury guidelines
- The contract involved a transfer of a significant UNE asset to the other party in exchange for a contractor asset
(insert required information or write N/A)

Transfer of significant assets to the State of NSW

Transfer of significant assets to the contractor

Cost-benefit analysis

Public sector comparator

Contractor’s full base case

Apportioning of risk

Guarantees and Undertakings

Key Elements

For contracts worth \$5 million or more