

# CDU Contract Review Process

## CDU provided with a Contract\*

**STEP 1** – Contract Manager\*\* to send the Contract to CDU Legal providing a brief context and summary of the proposed arrangements.

**STEP 2** – CDU Legal will review the Contract and reply to the Contract Manager providing advice and proposing amendments as applicable. The Contract Manager or authorised delegate is responsible for deciding whether to proceed with Contract after receiving advice from CDU Legal. Note: Emails and other correspondence from CDU Legal to CDU staff should not be forwarded to external parties without prior consent from CDU Legal. Failure to obtain such consent may amount to a breach of confidentiality obligations.

**STEP 3** – If amendments to the Contract are proposed, the Contract Manager will then contact the party that prepared the Contract requesting same.

**STEP 4** – Once the terms of the Contract have been agreed between the parties, the Contract Manager should forward the Contract to the appropriate signatory to sign. The Contract Manager must consult the CDU Delegations Register [here](#) to determine the appropriate signatory. If still unsure of the appropriate signatory after consulting the delegations register, contact CDU Legal for advice. A memo summarising the key features of the Contract must be provided to the appropriate signatory with the Contract.

**STEP 5** – Once the Contract is fully executed and dated, the Contract Manager is required to lodge the Contract in eCentre via the *Memorandums of Understanding, Contracts and Agreements* eForm [here](#).



## CDU to prepare a Contract

**STEP 1** – Contract Manager to contact CDU Legal and provide a brief context and summary of the proposed arrangements.

**STEP 2** – CDU Legal will advise of the most appropriate document to use and either provide the Contract Manager with a template or direct them to the Waterhole to download a template. CDU Legal will provide advice for preparing the template.

**STEP 3** – The Contract Manager is to prepare the draft Contract and send to CDU Legal for review.

**STEP 4** – CDU Legal will review the Contract and reply to the Contract Manager providing advice and proposing amendments as applicable. The Contract Manager or authorised delegate is responsible for deciding whether to proceed with Contract after receiving advice from CDU Legal. Note: Emails and other correspondence from CDU Legal to CDU staff should not be forwarded to external parties without prior consent from CDU Legal. Failure to obtain such consent may amount to a breach of confidentiality obligations.

**STEP 5** – If the other party requests amendments, the Contract Manager is to advise CDU Legal of the proposed amendments for review by CDU Legal.

**STEP 6** – Once the terms of the Contract have been agreed between the parties, the Contract Manager will forward the Contract to the appropriate signatory to sign. Contract Manager must consult the CDU delegations register [here](#). If unsure of the appropriate signatory, contact CDU Legal for advice. A memo summarising the key features of the Contract must be provided to the appropriate signatory with the Contract.

**STEP 7** – Once the Contract is fully executed and dated, the Contract Manager is required to lodge the Contract in eCentre via the *Memorandums of Understanding, Contracts and Agreements* eForm [here](#).

## NOTES

\* Contract includes but is not limited to contracts (excluding research contracts), deeds, memoranda of understanding (MOUs) and other agreements between CDU and other parties.

\*\* Contract Manager means the CDU staff member who receives a Contract from another party or requests a Contract from CDU Legal and is responsible for the implementation of the Contract and ensuring university compliance with the Contract and CDU Policy.

- Always ensure you have approval to proceed with the Contract.
- Reach an agreement on the core arrangements prior to contacting CDU Legal.
- Consider applicable CDU policy requirements [here](#).
- Consider any regulatory requirements (legislation, guidelines, regulations and standards).

If you have any questions about the process or need other legal advice please contact [legal@cdu.edu.au](mailto:legal@cdu.edu.au).

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