

Contracts Policy (MPF1247)

Explanatory Memorandum



Key information about this consultation

- The revised Contracts Policy (MPF1247) is available for feedback.
- The consultation is open from Wednesday 23 September to Friday 9 October 2026.
- Any feedback should be provided by email to continuousimprovement-legalrisk@unimelb.edu.au.

Summary of key changes

- Clarify contract referral requirements by expressly stating that research contracts referred to Melbourne Research Enterprise (MRE) do not also require referral to Legal Services.
- Replace the current Risk Assessment Guidance with a refreshed approach based on contract categories and specified Legal Services referral triggers.
- Clarify who may undertake contract risk assessments by confirming that University personnel with appropriate knowledge of the contract may do so to support decision-making by the signing delegate or University contract manager.
- Clarify expectations for low risk contracts by confirming that, in general, low risk contracts are to be managed locally, without referral to Legal Services.
- Strengthen requirements relating to University contract managers by:
 - clarifying that students, honorary staff and contractors should not be appointed as University contract managers, except with prior approval from the relevant signing delegate; and
 - confirming that honorary staff, students and contractors cannot execute contracts or commit the University to contractual obligations or expenditure.
- Improve contract execution and approval guidance by requiring signing delegates to be properly briefed on a contract before its approval and execution, including through a completed signing request form or equivalent approved sign-off documentation.
- Clarify contract record keeping obligations for controlled entities by requiring fully executed contracts to be retained in an appropriate record-keeping system that supports reporting, accountability and ongoing contract management.
- Clarify responsibility for standard contract templates by confirming that Legal Services is responsible for approving, maintaining and developing standard contract templates, unless otherwise authorised by the General Counsel.

Feedback

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