

Termination/expiry	Yes	No
Is their provision to allow for the formalisation of changes or variations throughout the term of the contract?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an out termination clause?	<input type="checkbox"/>	<input type="checkbox"/>
Execution		
Is the agreement to be signed under the Power of Attorney? Do you have the correct Registration Book number?	<input type="checkbox"/>	<input type="checkbox"/>
Does the intended signatory have the appropriate financial Delegation, For the full cost of the contract including warrantees liabilities and the execution of any termination provisions?	<input type="checkbox"/>	<input type="checkbox"/>
Have all documents been put on a vital record?	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing Management		
Is the person responsible for the ongoing management and administration of the agreement, the same person that is executing? If not has the person responsible agreed to the ongoing management and administration?	<input type="checkbox"/>	<input type="checkbox"/>
Do they have the delegated Authority?	<input type="checkbox"/>	<input type="checkbox"/>
Has the risk and University Exposure been considered and regularly reported on, to the Audit and Risk Committee as part of the University Risk Register	<input type="checkbox"/>	<input type="checkbox"/>
Who has responsibility for reviewing the performance/indicators and/ or quality under the agreement? Are these quantitatively defined in the agreement or an attached schedule to the agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Is the review of the contract as above, formalised and reported to the necessary Board, or board delegated committee?	<input type="checkbox"/>	<input type="checkbox"/>
Are there a set of clearly defined acceptance and testing Criteria that is fully documented and made available? Have these been agreed between all parties involved?	<input type="checkbox"/>	<input type="checkbox"/>
Are their minimum service levels, measures and performance measures defined in the agreement? Will they be reviewed regularly, documented and reported to the relevant committee?	<input type="checkbox"/>	<input type="checkbox"/>
Internal policies		
Are obligations of internal policies' such as anti terror, privacy etc are passed on to the sub contractor? Including But not limited to; Conflicts of Interest, Codes of Conduct, contract Management , Emergency Management, Fraud Corruption and prevention, Information Security Insurable risk, OH&S, Risk Management, etc	<input type="checkbox"/>	<input type="checkbox"/>