

## 1. POLICY CERTIFICATION

Policy title:	<b>Contract Execution and Management</b>
Policy number:	<b>ADM016</b>
Category:	<b>Policy</b>
Classification:	<b>Administration</b>
Status:	<b>Approved</b>

## 2. PURPOSE

The purpose of this policy is to:

- Ensure that all contracts are negotiated and executed on the agreed and intended terms
- Contracts are managed in a way that adds value to the business of Roper Gulf Regional Council whilst minimising risk
- All contracts are reviewed and approved by appropriate Roper Gulf Regional Council management staff prior to execution
- Employees understand their responsibilities under a contract
- There is clear accountability in relation to contract execution and management
- Obligations under a contract are performed

## 3. ORGANISATIONAL SCOPE

This policy applies to the Council, management, and all Roper Gulf Regional Council employees engaged in:

- Contract execution and management; and,
- Reporting on and review of contracts on behalf of the organisation

## 4. POLICY STATEMENT

Roper Gulf Regional Council seeks to ensure that all contracts between itself and other parties are negotiated, executed and managed in a manner that adds value to the work of the organisation while minimising risk.

The terms and obligations for Roper Gulf Regional Council should be clearly understood by Roper Gulf Regional Council prior to any contract being finalised. All contracts should be within the scope of their intended purpose and should be negotiated and executed in line with relevant policy, procedures and defined processes.

## 5. DEFINITIONS

Contract	An agreement between parties which has legal significance and involves the transfer of consideration - either financial or some other type of benefit. Contracts generally specify business relationships for the acquisition or supply of goods or services, exploitation of intellectual property rights or funding agreements.
CEO	Chief Executive Officer
Organisation	Roper Gulf Regional Council

## 6. PRINCIPLES

### 6.1 Mandatory requirements

The organisation must manage its contracts in a manner that is appropriate for the complexity and risk of the activity.

The Council must:

- keep an appropriate record of contracts on a contracts register; and
- monitor contracts to ensure the contract management, compliance and reporting requirements are met and completed within conditions of the contract.

The CEO must ensure that:

- contracts are managed on behalf of the Council by people with sufficient capability; and
- contracts clearly define the performance standards, review mechanisms and deliverables required
- minimise risks and maximise the benefits for the Council
- incorporate probity, accountability, efficiency and effectiveness
- retain records of negotiation, agreement, review and compliance monitoring
- are agreed and signed prior to the commencement of any work
- are monitored during the term of the contract
- are reviewed upon completion

### 6.2 Contract Execution

Contract execution and management is to be followed as per the ADM0112 Organisational Delegations Manual Policy, Contracts sections.

### 6.3 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	<ul style="list-style-type: none"> <li>Review policy against the Local Government Act, strategic and business plan on an bi-annual basis.</li> </ul>

### 7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> <li>FIN006 Accounting and Policy Manual</li> <li>ADM012 Organisational Delegations Manual (non financial)</li> </ul>
Related Publications	<ul style="list-style-type: none"> <li>Local Government Act</li> <li>Strategic Plan</li> <li>Income Tax Assessment Act 1936, 1997</li> <li>A New Tax System (Goods and Services Tax) Act 1999</li> <li>Fringe Benefits Tax Assessment Act 1986</li> <li>Taxation Administration Act 1953</li> <li>Australian Accounting Standards</li> <li>Australian Auditing Standards</li> </ul>
Relevant Forms	

### 8. DOCUMENT CONTROL

Policy number	<b>ADM016</b>
Policy Owner	<b>Director Corporate Governance</b>
Endorsed by	<b>Ordinary Meeting of Council</b>
Date approved	<b>27 July 2016</b>
Revisions	
Amendments	
Next revision due	<b>July 2018</b>

### 9. CONTACT PERSON

Contact person	<b>Manager Governance and Corporate Planning</b>
Contact number	<b>08 8972 9000</b>