



## POLICY – 4.14 Contract Management

### Relevant Delegation

N/A

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### Objective

To evidence Council's commitment to ensuring procurement contracts, including those obtained via Request for Quote and Request for Tender processes, once awarded, are managed appropriately to ensure the Shire receives value for money, enforce performance against the contract and minimise the exposure to financial and reputational risk.

### Policy Statement

1. Contracts are to be proactively managed during their lifecycle to ensure works are carried out as per the specification and in accordance with agreed timelines.
2. A contract management plan will be developed at the time the contract is drafted, then utilised and modified (as required) throughout the management of the contract.
3. When varying a contract for the supply of goods or services, where a contract has been entered into as the result of a publicly invited tender process, then *Local Government (Functions and General) Regulations 1996 r21A* applies.

For any other contract, the contract must not be varied unless:

- a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- b) the variation is a renewal or extension of the term of the contract where the extension or renewal options were included within the original contract.

Contract variations, extensions and renewals must be signed by a person with appropriate delegation and authorisation.

4. Supplier performance assessments are completed post-contract relative to the value, complexity and risks involved. The outcomes of such reviews shall be recorded in the Shire's record keeping system and used to inform corrective actions and guide future contracting decisions.

– End of Policy

### COMMENT

Formerly	New Policy	
Last Reviewed		
Next Review Date	November 2022	
Amended		
Adopted	November 2021	
Version	1	