

Wheatbelt Natural Resource Management Incorporated

Contract Management Policy

Policy Name:	Contract Management Policy
Policy Number:	2.3
Policy Version Number:	V1.01
Policy Category:	Operational Management
Contact Officer:	Chief Executive Officer
Date Approved by the Board of Management:	17 September 2015
Date of Last Review:	23 July 2015
Period Until Next Review:	36 months from the approved date or as required
Related Legislation:	1. Associations Incorporation Act 1987 (Western Australia)
Related WNRM Policies or Procedures:	1. 1.7 Delegation of Authority Policy 2. 2.5 Project and Program Management Policy 3. Contract Management Guideline

1. Definitions

“**Approval Officer**” means the accountable person to check the contents of the Contract and rightfully authorise the financial commitment to the agreement.

“**Authorised Officer**” means a person duly authorised to be the signatory of a Contract.

“**Contract**” means a written and legally binding instrument that sets out the terms and conditions of an agreement between two or more parties and meets at least one of the criteria below:

- the supply of goods or services that exceed \$20,000; and/or
- where special terms and conditions are required beyond that of a Purchase Order, which would include small grant allocations; and/or
- where legislation requires it; and/or
- circumstances exist that suggest high risk and therefore warrant a written agreement according to the Wheatbelt NRM Contract Management Guideline.

“**Contract Administrator**” means a person allocated the role of overseeing the creation and administration of a Contract.

“Contract Management” means the application of methods, tools, techniques, knowledge and expertise deployed in formulating, administering and closing a Contract.

“Contract Management Guideline” means the Wheatbelt NRM procedural document that sets out the Contract Management methodology.

“Contract Register” means the database containing a record of Contract(s) and their status, managed by the Project Management Office.

“Project Management Office” means the support function for assisting a program or project and is the custodian of the Wheatbelt NRM program and project management methodology.

“Purchase Order” means a legally binding agreement for the supply of goods or services that specifies the dollar value of consideration, generally for work costing under \$20,000.

“Representatives” means Board Directors, employees, contractors or volunteers of Wheatbelt Natural Resource Management Incorporated.

“Wheatbelt NRM” means Wheatbelt Natural Resource Management Incorporated.

2. Overview

This Policy relates to the administration of Contract(s) entered in to by Wheatbelt NRM, and is a key governance policy.

Representatives who breach this Policy may be subject to disciplinary action, and an investigation will be conducted for any alleged breaches relating to the development, approval or modification of a Contract.

3. Policy Statements

3.1 The Contract Management Guideline will be used to guide the development and administration of all Wheatbelt NRM Contract(s).

3.2 Each Contract will be allocated:

3.2.1 a single Contract Administrator who is responsible for the successful administration of the Contract;

3.2.2 an Approval Officer who is the accountable person to check the contents of the Contract and rightfully authorise the financial commitment to the agreement, and

3.2.3 an Authorised Officer who is the signatory to the Contract.

3.3 All Contract(s) will be approved by an Approval Officer:

- 3.3.1 the Chairperson is the Approval Officer acting on a decision of the Board of Management for approving a Contract with a monetary value greater than \$500,000; or
- 3.3.2 the Chief Executive Officer is the Approval Officer for approving a Contract with a monetary value equal to, or less than, \$500,000, and may delegate such approval in accordance with the provisions set out in the Delegation of Authority Policy.
- 3.4 Contracts will be signed by an appropriate Authorised Officer. The Chief Executive Officer is the designated Authorised Officer for signing a Contract, and may delegate such signing authority in accordance with the provisions set out in the Delegation of Authority Policy.
- 3.5 Approvals for variations that result in an increased financial commitment will be managed in accordance with the provisions set out in the Contract Management Guideline.
- 3.6 The Contract Register will be used to record all Contract(s) and this will be administered by the Project Management Office.
- 3.7 All Contract documentation will use version control.
- 3.8 The Project Management Office will be responsible for storing the master copy of a Contract and making it available to authorised personnel.
- 3.9 Where a breach is alleged for a non-compliance to this Policy, an investigation will be conducted and presented to the Board of Management.

4. Responsible Officers

- 4.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 4.2 The Board of Management is responsible for establishing any delegation rights for Authorised Officer(s).
- 4.3 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 4.4 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.

5. Approval

This Policy was approved by the Board of Management on the 17th September 2015.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated