



# CONTRACT MANAGEMENT POLICY

## CS\_PLCY05

<b>Policy Title:</b>	<b>Contract Management Policy</b>		
<b>Policy Type:</b>	Corporate Services		
<b>Policy Owner:</b>	CEO		
<b>Policy Custodian:</b>	Director of Corporate Services		
<b>Records Number:</b>	27141	<b>Version:</b>	1.0
<b>Approval Date:</b>	17/02/2026	<b>Next Review Date:</b>	Four years or as required 17/02/2030

### Purpose

The purpose of this policy is to establish a consistent Contract Management framework for the effective management of contracts entered into by West Daly Regional Council (WDRC). This policy describes who is authorised to enter into contracts on behalf of WDRC, authorise variations and/or extensions to those contracts, and outlines Contract Management roles and responsibilities

### Scope

This policy applies to all agreements entered into by WDRC, including but not limited to:

- Services Agreements
- License Agreements
- Grant Agreements
- Tenancy Agreements
- Section 19 Agreements
- Insurance Agreements
- Trust Agreements
- Non-Disclosure Agreements
- Deeds of Variation
- Lease to Buy Agreement

**Exclusion:** This policy does not apply to Human Resources (HR) contracts.

Corporate Services owns the Contract Management Function, with operational support provided by the Governance unit.

## Policy Statement

### 1. Roles and Responsibilities

- 1.1. The Initiating Officer is responsible for reviewing and agreeing on Operational Terms and Contract Contact Details, managing contract obligations and performance.
  - 1.1.1. The Initiating Officer must obtain the fully executed agreement and circulate to all parties.
  - 1.1.2. The Initiating Officer must be a Council Manager.
- 1.2. The Governance Unit is responsible for reviewing all Legal Terms, irrespective of contract type.
- 1.3. The Department Director or CEO will ultimately approve all contracts for signature insofar as their financial delegation limits apply.
- 1.4. The Council will provide final approval for contracts that fall outside of established delegation limits.

### 2. Contract planning and negotiation

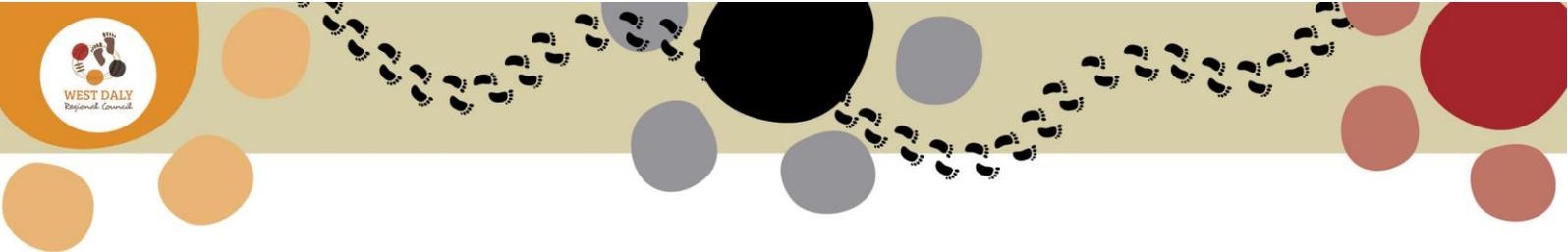
- 2.1. Each contract negotiation should be complemented by a thorough planning stage.
- 2.2. Initiating Officers should assess the market and should only enter into contractual negotiations where best value for money has been sought.
- 2.3. The Initiating Officer is required to follow all proper procurement processes, prior to entering into any contractual negotiations.
- 2.4. The Initiating Officer is required to comply with the Staff Conflicts of Interest Policy at all times.

### 3. Contract Review Process

- 3.1. All requests for contract review must be submitted via email to [Governance@westdaly.nt.gov.au](mailto:Governance@westdaly.nt.gov.au).
- 3.2. Standard Council Contract templates must be used where available and appropriate.
- 3.3. Contracts must progress through the defined approval chain. Refer to Contract Management Procedure for detailed approval matrix.

### 4. Obligation Management & Performance

- 4.1. The Initiating Officer is responsible for managing and monitoring all contractual obligations.
- 4.2. Any contract performance issues must be raised by the Initiating Officer and documented in the disputes and issues log within the Contract Register.
- 4.3. Formal disputes will be resolved in accordance with the dispute resolution clause within the relevant agreement.



## **5. Amendment & Change Management**

- 5.1. Contract variations must be formally documented, typically via a Deed of Variation.
  - 5.1.1. In exceptional circumstances, a change order or works order may be used at the discretion of the responsible Director or CEO.
- 5.2. All variations must be recorded in the Contract Register.
- 5.3. Any variation that increases the contract value must follow the procurement thresholds set out by regulation, and if by more than 10% of the original amount, the variation must be published on the Council's website.

## **6. External Legal Review**

- 6.1. If an Initiating Officer seeks external legal advice, they must first detail the reasons for seeking that review and obtain written approval from their responsible Director or CEO.
- 6.2. The request must be submitted using the External Legal Review request form
- 6.3. External review may only be conducted by a law firm pre-approved by resolution of Council. The list of approved providers is maintained by the Executive Manager.

## **7. Execution (Signing)**

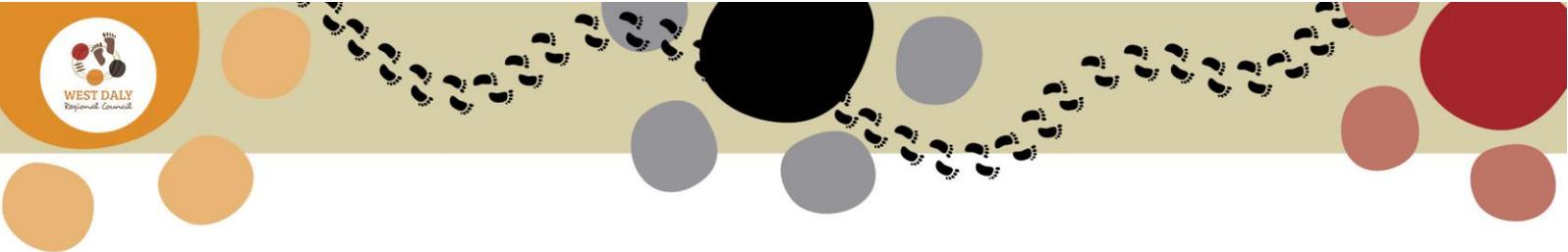
- 7.1. The Council Common Seal requires a wet ink signature and the physical seal stamp to be applied.
- 7.2. All other contracts may be executed using a valid electronic signature.
- 7.3. Authorised signatories are the relevant Director, the CEO, or Council, depending on the Contract and authorised Delegations thresholds.
- 7.4. The Initiating Officer is responsible for obtaining and distributing to all parties the fully executed copy.

## **8. Register & Records Management**

- 8.1. Comprehensive documentation is critical for successful contract management and is necessary for contractual, legislative and audit purposes.
- 8.2. Please refer to the Councils Contract Register as the master Register.
- 8.3. All Final Agreements must be stored in Magiq.

## **9. Update the Contract Register**

- 9.1. Access to the Register is limited to the WDRC Initiating Officer, Directors, CEO and Governance.
  - 9.1.1. The Initiating Officer is responsible for updating the Contracts Register.
  - 9.1.2. The following mandatory information must be updated on the Contracts Register by the Initiating Officer:
    - 9.1.2.1. WDRC Responsible Contact Information
    - 9.1.2.2. Purpose of Contract
    - 9.1.2.3. Name of the document
    - 9.1.2.4. Commencement Date of Contract
    - 9.1.2.5. Expiring Date of Contract
    - 9.1.2.6. Records Document ID Number (from Magiq following upload see below)



9.1.3. Corporate Services is responsible for maintaining the Contracts Register and adding supplemental information.

**9.2. Naming Convention**

9.2.1. [Funding Body/Contracting Party]\_[Funding Program/Contract Type]\_[Agreement Timeframe]\_[any other pertinent information]\_[execution status]

**9.2.2. Examples:**

- a) NIAA\_RJED 2025-28 Job Creation Schedule [Activity ID 4-KSF528S]\_Fully Executed
- b) NIAA\_Community Night Patrol 2025-28 Deed of Variation 3 [4-IQJTZGV]\_Fully Executed
- c) Services Australia\_2025-26 Host Contract plus Terms and Conditions \_Fully Executed
- d) NIAA\_Community Night Patrol 2024-25\_Deed of Variation\_Indexation [4-IQJTZGN]\_Partially Executed

**9.3. Contact Storage**

- 9.3.1. Fully signed Agreements are to be stored in Magiq.
- 9.3.2. The relevant WDRC Initiating Officer must save a scanned copy (PDF) of the signed Agreement to the designated WDRC Magiq folder for executed Agreements.
- 9.3.3. Until such a time as the final fully executed version is received the initial part signed copy will be uploaded.
- 9.3.4. By doing this it will apply a Document ID number.
- 9.3.5. Note this number in the Contract Register.

**9.4. Physical Storage**

- 9.4.1. The original, hard copy document must be filed securely in the appropriate physical file.

**10. Enforcement Statement**

- 10.1. Non-compliance with this policy may result in disciplinary action.

**References**

Local Government Act 2019  
*Local Government (General) Regulations 2021 (NT) r.33 -42*

**Definitions**

In the context of this policy the following definitions apply:

Term	Definition
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<b>Council</b>	refers to the West Daly Regional Council, a regional council that delivers essential local government services to remote communities and supports development opportunities in the region.
<b>Common Seal</b>	is the official seal of the West Daly Regional Council.
<b>Deed of Variation</b>	is a legal document used to formally amend an existing contract.
<b>Fully Executed</b>	Refers to an agreement that has been signed by all required parties.
<b>Initiating Officer</b>	is the authorised Council Manager responsible for initiating and managing a specific contract.
<b>Procurement</b>	means the purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods and services to Council, or third parties acting as representatives for Council

### Related Documents

Delegations Policy

Procurement Policy

Staff Conflict of Interest Policy

Employee Code of Conduct

Contract Register

### Review History

Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
1.0	17/02/2026	CS_PLCY05	Contract Management Policy	OCM-2026/12

### Endorsement

<b>Signature:</b>	 <small>John Thomas, 25/02/2026 17:06:40 GMT+9.5</small>
<b>Date:</b>	25/02/2026
<b>Name and Position:</b>	John Thomas, Chief Executive Officer