

## Contracts Registration Procedures

### 1. COMPLIANCE OBLIGATION SUPPORTED

[Information Management Policy](#)

[Delegations Policy](#)

### 2. PROCEDURAL DETAILS

#### 2.1 Contracts require:

- (a) a delegate who executes the contract in accordance with their delegated authority and is the “Sponsor” of the document for the purpose of the CMS;
- (b) a contract manager who has the authority, capability and capacity to be responsible for managing the University’s risks and responsibilities under the contract.

2.2 Individuals involved in the negotiation, execution, variation and management of contracts will do so in accordance with relevant University policies and procedures and the University’s [Contract Framework](#).

2.3 Contract managers will submit contracts for storage in an approved contract register. This responsibility includes:

- (a) identifying the appropriate contract register in which the contract will be submitted (see [Schedule 1: Approved contract registers](#));
- (b) ensuring contracts submitted for storage in an approved contract register are legible, clearly provide the relevant unique identifier (e.g., contract number) and, if scanned, are a high-quality scan of the contract;
- (c) where a contract is executed by physical (wet) signature, that in addition to submission for storage, the physical contract is also provided to Curtin Information Management & Archives.

2.4 Contract registers may be added or removed to the list of approved contract register (see [Schedule 1: Approved contract registers](#)) by amendment of these procedures. Requests for addition/removal are to be submitted to the listed Compliance Officer, and such requests should (i) be supported by an Executive Manager and (ii) explain how the proposed contract register meets the expected requirements (see [Schedule 2: Expected standards for approved contract registers](#)).

### 3. SCOPE OF PROCEDURES

This procedure applies to the University community, including Council members, students, staff, University Associates, Curtin controlled entities and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, contractor or volunteer

### 4. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

#### **CMS**

Curtin’s contract management system in CiAnywhere, managed by Finance and Commercial Services.

#### **Contract**

A written agreement or other instrument between the University and another party, whether executed as a contract or as a deed, that creates obligations for performance by the University, whether at law or in broader reputational context, and rights exercisable by the University against that other party.

#### **Contract manager**

The Curtin employee with responsibility for the day-to-day management of a contract. For the purpose of CMS, “Contract Owner” has the same meaning.

#### **Delegate**

A Curtin employee with the delegated authority to execute contracts and with sufficient delegated authority to execute the contract given its total contract value.

**Total contract value**

Calculated as the genuine and best estimate of the total future spend under the contract during the term and any extensions in AUD excluding GST. It can include both committed and estimated uncommitted funds and a reasonable contingency.

**5. RELATED DOCUMENTS/LINKS/FORMS**

[Procurement Procedures](#)

[Purchasing Procedures](#)

[University Contract Framework](#)

[Register of Delegations](#)

[Contracts and Agreements Registration Process \(Information Management and Archives\)](#)

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<b>Policy Manager</b>	Chief Legal Officer
<b>Approval Authority</b>	Chief Legal Officer
<b>Review Date</b>	1 <sup>st</sup> April 2028

**REVISION HISTORY**

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	27/10/2009	Planning and Management Committee	PMC 113/09	Attachment A to Document No 01524/09
	Administratively Updated	16/10/2012	Director, Legal and Compliance Services		Policy Contact Updated
	Administratively Updated	02/05/2013	Director, Legal and Compliance Services		Updated area name change, UIM to RIM
	Administratively Updated	11/09/2014	Director, Legal and Compliance Services		Remove <i>flow</i> logo
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	22/01/2016	Chief Operating Officer	EM1603	Unconditional
	Approved	09/09/2024	Chief Legal Officer	EM2424	Unconditional

**Schedule 1: Approved contract registers**

<b>Contract type</b>	<b>Contract register and managing area</b>	<b>Relevant Executive Manager</b>
Research contracts	SCRIPT or other nominated research document management system – Research Office at Curtin	Deputy Vice Chancellor Research
Employee contracts	People and Culture	Chief Operating Officer
Donations	University Advancement	Vice Chancellor
Student Contracts (including but not limited to enrolment and scholarships)	Miscellaneous areas within DVCA portfolio	Deputy Vice Chancellor Academic
Settlement deeds	Bespoke - Legal Services	Chief Legal Officer
Financial contracts with a total contract value above \$50 000	CMS – Finance and Commercial Services	Chief Financial Officer
Contracts with a material risk (including but not limited to software licence agreements, fieldwork agreements, student exchange agreements and education agent agreements)	CMS – Finance and Commercial Services	Chief Financial Officer
Any other contract that a delegate, contract manager wants lodged and maintained on a central contract register	CMS – Finance and Commercial Services	Chief Financial Officer



## **Schedule 2: Expected standards for approved contract registers**

Contract registers will contain the following minimum information about each stored contract:

- (a) a unique identifier (contract number);
- (b) identified delegate, and contract manager;
- (c) contract title;
- (d) legal identity of the counterparty;
- (e) commencement date and expiry date of the contract;
- (f) for financial contracts, where relevant:
  - (i) the estimated dollar value of the contract at award;
  - (ii) the number and total value of approved variations to date; and
  - (iii) the total contract value at completion date.