



COUNCIL POLICY: CONTRACT MANAGEMENT

POLICY OWNER: Manager Governance

POLICY STATEMENT: This policy provides guidance on the review of the City's contractors prior to any extension or renewal action, to ensure performance outcomes are achieved.

POLICY DETAILS:

1. Council supports an active and ongoing contractor management system which:
 - seeks opportunities for improvements in service delivery;
 - is based on contemporary risk management principles; and
 - promotes positive working relationships between contractors and the City.
2. To achieve these outcomes, the City will ensure that all contracts are reviewed as per relevant Management Guidelines, prior to any extension or renewal action.
3. Reviews should be consultative and clearly communicated with contractors, who shall be given the opportunity to comment and rectify any concerns within a reasonable time period. Considerations should include the contractor's commitment to the City's Work, Health and Safety principles, the quality or specification, and program timeframes.

The outcomes of such reviews shall be recorded and used to inform corrective actions and guide future contracting decisions.
4. The Policy does not apply to employment contracts, non-binding Memoranda of Understanding or partnering agreements with other agencies.

RELATED LEGISLATION AND OTHER REFERENCES

This policy is to be read in conjunction with the City's Procurement Policy.

Local Government tendering is subject to the requirements of s.3.57 of the *Local Government Act 1995* and r. 11 - 24 of the *Local Government Act (Functions and General) Regulations 1996*.

Local government recording keeping (including procurement-related matters) is subject to the requirements of the *State Records Act 2000*.

Adopted by Council:	14 May 2019
Reviewed:	
Strategic Link:	Governance and Leadership