

Contracts and Agreements Registration Procedures

1. POLICY SUPPORTED

[Information Management Policy](#)

2. PROCEDURAL DETAILS

- 2.1. These procedures apply to all Curtin contracts and agreements other than Research and Development contracts, employment contracts, student scholarship contracts or deeds of settlement.
- 2.2. Register all contracts and agreements in the Contracts and Agreements Register within seven days of:
 - 2.2.1. receipt of an original, hard copy, fully executed contract or agreement, or,
 - 2.2.2. receipt of a fully-executed, electronically scanned contract or agreement, where an original, hard-copy, fully executed version does not exist, or,
 - 2.2.3. receipt of any electronic copy or hard copy contract or agreement which does not require signature or is authorised by any other means.
- 2.3. Ensure Curtin Information Management and Archives receives all contracts and agreements as set out below:
 - 2.3.1. Contact Curtin Information Management and Archives when registered hard-copy contracts or agreements are ready for collection. Ensure that the corresponding coversheet generated by the Contracts and Agreements Register is enclosed with each contract.
 - 2.3.2. Where an original, hard copy, fully executed version does not exist, send the electronic copy of the contracts or agreements to [Curtin Information Management and Archives here](#), with note of the unique Contract ID generated through the Contracts and Agreements Register (e.g. CAR-XXXX-XXXX).
- 2.4. Review contracts or agreements within seven days of receipt of the “Contract due to expire” notification email and the Contract Manager may:
 - 2.4.1. take no further action if the contract or agreement is to terminate upon expiry, or,
 - 2.4.2. commence discussions with the External Party involved if the contract or agreement is renewed, varied or renegotiated.
- 2.5. Access contracts or agreements
Where access to a contract or agreement is required:
 - 2.5.1. Obtain approval to access contract or agreement in writing from the Contract Manager listed in the Contracts and Agreements Register, or if unknown, from the Associate Director, Curtin Information Management and Archives.
 - 2.5.2. If access is denied by the Contract Manager, staff may make a request to the Associate Director, Curtin Information Management and Archives stating the reasons for request to access.
 - 2.5.3. The Associate Director, Curtin Information Management and Archives, may consult the Contract Manager, General Counsel Commercial and Information Disclosure and Compliance Officer in considering the request.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1. Contract Manager

The Contract Manager is responsible for:

- a. Registering and forwarding of contracts or agreements, including contract variations to Curtin Information Management and Archives;

- b. Reviewing and taking necessary actions for contracts or agreements before its expiration;
- c. Maintaining up-to-date information in the Contracts and Agreements Register; and,
- d. Approving requests for access to contracts or agreements that they manage

3.2. Curtin Information Management and Archives

Curtin Information Management and Archives is responsible for:

- a. Collecting hard copy contracts or agreements from Contract Managers;
- b. Scanning, quality checking and publishing the scanned contract or agreement into the Contracts and Agreements Register within two business days of receipt;
- c. Storing the original contract or agreement in the Curtin Information Management and Archives vault;
- d. Administering the functionalities of the Contracts and Agreements Register; and,
- e. Providing training programs and tools on the use of Contracts and Agreements Register.

3.3 ASSOCIATE DIRECTOR, Curtin Information Management and Archives

The Associate Director, Curtin Information Management and Archives is responsible for:

- a. Implementation and monitoring of this procedure; and,
- b. Approving requests for access to contracts or agreements.

4. SCOPE OF PROCEDURES

These procedures apply to the University Community.

5. DEFINITIONS

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

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Contracts and Agreements Register](#)

Contracts and Agreements Register User Guide, provided upon completion of training

[Procurement Procedures](#)

[Contract Management](#)

Policy Compliance Officer	Sue Aldenton , Associate Director, Curtin Information Management and Archives
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
Review Date	1 st April 2019

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