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

<p>| Policy Compliance Officer | Philip Thomas, Director of Finance and Disruption | Financial and Commercial Services |
|---------------------------|--------------------------------------------------|
| Policy Manager            | Chief Operating Officer                          |
| Approval Authority        | Chief Operating Officer                          |
| Review Date               | 1st April 2019                                  |</p>
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