

10.3	MANAGING CONTRACTS AND FUNDING AGREEMENTS
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Applies to: HECIS Co-Ordinator
Specific responsibility: HECIS Co-Ordinator

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

When HECIS enters a contract for services, including its agreements with funding providers, this contract forms part of HECIS' legal obligations. HECIS is committed to meeting its legal obligations and maintaining positive working relationships with contract partners. It will meet all legal obligations and funding agreement requirements in a timely and efficient manner.

HECIS accepts funding from government agencies for early childhood programs and undertakes to meet performance targets specified in funding agreements, and to comply with reporting requirements.

The Management Committee delegates authority to the President and Treasurer or any other Executive member of the management Committee to sign any contract on behalf of the organisation.

PROCEDURES

Contracts and agreements

HECIS deals with the following types of contracts and agreements:

- Funding agreements: Initial contract is provided by the funding agency and HECIS reviews and negotiates on the terms and conditions proposed (where appropriate)
- Consultant or contractor agreements: Initial contract is usually provided by HECIS and the consultant or contractor may negotiate on the terms and conditions
- Service agreements (e.g. equipment leasing, telephone contracts): Initial contract is provided by the supplier and HECIS has limited capacity to negotiate other than on the details of supply (price, timing etc).

The HECIS Co-Ordinator should ensure that any contract being signed contains:

- clear specification of the services or activities, including (where relevant, goals and targets)
- time frame for delivery
- agreed pricing and time frames for payment
- dispute resolution and termination mechanism
- an indication of compliance with relevant service standards and statutory requirements

Funding agreements and contractor/consultant agreements should also contain:

- performance monitoring and evaluation arrangements
- reporting requirements

HECIS: Managing Contracts and Funding Agreements

- management arrangements
- insurance and indemnity arrangements
- confidentiality and intellectual property rights

Contract negotiation and documentation

The HECIS Co-Ordinator will be responsible for:

- the negotiation of funding agreements and liaison with funding agencies concerning the funding agreement
- the negotiation of consultant or contractor agreements
- the negotiation of service agreements.

All draft contracts will be clearly marked as drafts, dated and numbered by version. The final version of a contract, properly executed with signatures of both parties, will be filed in the contractors/funding bodies file.

Compliance management

All contracts will be monitored for compliance by HECIS and by the contract partner:

- Funding agreements: the HECIS Co-Ordinator will manage compliance with funding agreement requirements and will maintain a register of funding agreements which lists any specific requirements related to governance or administration (such as insurance requirements), reporting requirements and due dates for task completion and reporting.
- Consultant or contractor agreements: The HECIS Co-Ordinator will manage the compliance requirements of contractor agreements as part of the project management process.
- Service agreements: The HECIS Co-Ordinator will manage compliance of suppliers with service agreements.

DOCUMENTATION

Documents related to this policy		
Related policies		
Forms, record keeping or other organisational documents		
Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	19.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.17	HECIS CoOrdinator	Aug 2018
4	10.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021