

Contract Management Checklist

Effective contract management ensures that agreements deliver their intended outcomes while minimising risk and maintaining compliance.

This checklist outlines proactive measures government organisations can implement across the contract management lifecycle to enhance accountability and operational efficiency.

STRATEGY AND POLICY

No	Description	Yes	No	N/A	Comment
1	Delegations for contract management are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Conflicts of Interest declared and managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Roles are clearly delineated and incompatible roles are segregated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CONTRACT MANAGEMENT

No	Description	Yes	No	N/A	Comment
1	Contract management staff are qualified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	There is a risk management plan for major contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	A right to audit clause is included in contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Contract Register established and maintained to identify help with responsibilities, monitoring and reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PERFORMANCE MANAGEMENT

No	Description	Yes	No	N/A	Comment
1	Contract performance targets are specified and reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	There are regular and documented contract management meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Contract variations reviewed and approved/refused by senior management in line with financial delegations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Limited extensions allowed based on satisfactory performance and ongoing value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CONTRACT EVALUATION

No	Description	Yes	No	N/A	Comment
1	There is end of contract reviews for value for money and lessons learned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

With decades of combined experience in auditing and contract management across Federal, State, and Local Government, Centium has developed an innovative and comprehensive approach to contract reviews and audits. We provide clear, practical advice to help organisations strengthen oversight, enhance compliance, and drive better contract outcomes.

If your organisation needs expert support to enhance contract management, contact Penny Corkill at 0409 251 011 or Penelope.Corkill@centium.com.au.