

## Contractors Policy and Procedure

<b>Policy:</b>	<b>Contractors Policy and Procedure</b>
<b>Sub heading:</b>	<b>Human Resources</b>
<b>Status:</b>	<b>Operational</b>
<b>Approval date:</b>	<b>26.5.09</b>
<b>Approved By:</b>	<b>Management Committee</b>
<b>Review Date:</b>	<b>May 2012</b>
<b>Staff Training Date:</b>	

### Policy

Newtown Neighbourhood Centre (NNC) is committed to providing a safe working environment for all staff, Contractors and visitors including the Newtown Festival, and will act to ensure compliance with relevant Occupational Health and Safety Regulations.

### Objectives

This policy aims to:

- Specify the professional behaviour expected of Contractors who provide services to and for NNC.
- Ensure that NNC provides, as far as is reasonably practicable, a safe work environment and equipment which has been risk assessed.

### Responsibility

It is the responsibility of all Contractors to adhere to the *Contractors Policy and Procedure*.

All contracts over \$10,000 must be authorized by the Board of Management.

All contracts under \$10,000 must be authorized by the Executive Officer.

### Procedure – Responsibilities of NNC and Contractors

NNC agrees to:

- Ensure all proposals from Contractors are economical, efficient and provide an effective use of resources
- Monitor the provision of a safe and healthy environment for staff, contractors and visitors who enter NNC premises or are affected by NNC activities.
- Ensure all equipment used at NNC is safe and that work practices are in compliance with established legislation and workplace practices and procedures.

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- Provide Contractors with a signed copy of the Contractor Agreement and relevant sections of the OH&S Manual, for example injury management, reporting of hazards and incidents.

#### The Contractor agrees to:

- Provide NNC with a proposal for services that include information on:
  - ABN / ACN
  - Builders Licence number, where applicable
  - Name of Workers' Compensation Insurer (if an employer and/or an incorporated company), policy number and expiry date with a copy of the Certificate of Currency
  - or Sickness & Accident Insurer (if self-employed) policy number and expiry date and provide a copy of the policy
  - Name of Public Liability Insurer, policy number and expiry date and provide a copy of the Certificate of Currency
  - An accurate description of the work to be conducted i.e. Work Method Statement
  - Proposed budget
  - Timeframe for completion
- Operate according to legislative requirements using best practices.
- Comply with the relevant aspects of NNC OH&S Policies and Procedures, such as reporting hazards, incidents and injuries and WorkCover legislation for example tag and testing of equipment.
- Conduct the work in accordance with agreed schedules consistent with the obligations under the contract.
- Conduct activities in a manner that ensures the safety, health and welfare of others.
- Provide and maintain own Personal Protective Equipment to protect own health and safety. The need for use will be determined through the risk management process.
- Provide completed *Materials Safety Data Sheets* for all substances used at NNC. The substance/s will not be used until approval for its use is obtained from the Executive Officer, or delegate.
- Ensure that all equipment purchases, leased or hired meets standard safety requirements.
- Provide a tax invoice to NNC for services provided at the completion of the contract, or for scheduled payments as per the contract.
- Guarantee to pay superannuation for all contractors and to ensure that NNC is not liable for any of the contractors staff or subcontractors superannuation.

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#### **Variation of Contract**

No amendments to the Contract are to be made unless agreed, in writing and signed by both parties.

#### **Disclosure of Information**

The Contractor, its employees or agents shall not disclose or make public any information or material acquired or produced in connection with, or by, the performance of the Services by the Contractor without prior approval in writing of NNC.

#### **Conflict of Interest**

The Contractor, at commencement of the agreement with NNC, must disclose any conflict of interest that may exist, or that may affect the performance of their obligations under the Contract.

#### **Security**

The Contractor shall, when using NNC premises or facilities, comply with all security and office regulations. The Contractor shall not represent itself, and shall ensure that its employees do not represent themselves, as being employees, partners or agents of NNC.

#### **Payment**

Payment to a Contractor is based upon the agreement with NNC.

#### **Termination**

A Contractor is contracted to complete a set task. NNC may terminate the contract without penalty if 30 days notice is given in writing. Termination may also occur if the Contractor has not fulfilled the conditions of the contract. The contract contains information regarding defaults and breaches.

#### **Default or Breach**

If the Contractor fails within 14 days after receipt of a written notice from NNC to remedy any default or breach in the performance of the following obligations, namely to:

- a. Commence or to proceed at the rate of progress strictly in accordance with the Contract; or
- b. Perform or observe the terms and conditions of the Contract

Additionally a breach of NNC Policy may lead to the termination of the contract.

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#### Documents Relating to the Policy and Procedure

1. NNC Policies and Procedures i.e. Occupational Health & Safety Manual
2. NNC Code of Conduct
3. NNC Employing A Contractor Questionnaire
4. NNC Contractor Agreement form
5. NSW Industrial Relations Act 1996
6. NSW Occupational Health and Safety Act 2000 i.e. WorkCover NSW requirements

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