



Contractor Engagement Policy

Policy

This policy sets out how Coffs Harbour Regional Landcare (CHRL) will engage and allocate works to contractors, and contractors to worksites and projects.

Purpose

This policy is aimed at ensuring that the process of engagement and allocation of works to contractors will be transparent and methodical.

1. CHRL will advertise locally for Expressions of Interest from Bush Regenerators in May/June every 2nd year (even years, commencing 2012).
2. CHRL will advertise locally for Expressions of Interest from other contractors from time to time as funds and projects allow.
3. All Primary Contractors (being the Bush Regeneration business owner and/or employer of bush regeneration staff) will be required to meet the following requirements:
 - As a CHRL approved contractor you will be required to show proof of the following to Conserve (i.e. Certificate of Currency): Please keep in mind that every time you renew your policies you must resubmit your certificates/licences within 1 week of renewal. If any of the insurances, certificates, or licenses are overdue, you must cease CHRL contracted work immediately. If these are not renewed within 30 days of the notification of expiry, the contract may be revoked.
 - Hold current Public Liability insurance to the value of \$20 million. Provide Certificate of Currency.
 - Have Professional Indemnity Insurance to the value of \$10 million, if undertaking consulting work.
 - Hold Personal Accident and Injury insurance. If you engage employees or subcontract workers they are required to be covered by Workers Compensation Insurance.
 - Have Comprehensive Motor Vehicle Insurance. Provide Certificate of Currency.
 - Are an approved contractor with Conserve contractor services. For further information visit: www.conserve.com.au
 - Have relevant professional qualifications and licences. Bush regenerator contractors are required to have a minimum of Certificate 3 in Conservation and Land Management (CLM) and Chemical Accreditation. *NB - If unqualified staff are carrying out unsupervised work at a Landcare site as part of a CHRL contract, it is the responsibility of the Primary Contractor to ensure the worker has sufficient experience to perform all necessary tasks to expected standards.* Approved Australian Association of Bush Regenerators (AABR) industry standards for bush regeneration must be always adhered to. For further information, visit: www.aabr.org.au.
 - Have demonstrated experience in works for which the contract is being allocated.
 - Be fully aware of, and compliant with, Work Health and Safety (WH&S) requirements, visit: www.safeworkaustralia.gov.au
 - Provide current Safe Work Method Statements (SWMS), specific to the work being carried out.
 - Provide current fee schedules.

4. In keeping with the Associations Incorporation Act 2009, CHRL must not select contractors to secure a monetary gain for its members. However, members may receive legitimate payments for service from CHRL.
5. CHRL will not engage third party organisations (e.g. Employment recruitment agencies) to supply contractors.
6. CHRL reserves the right to nominate preferred contractors.
7. Preferred contractors will be allocated contract works by the CHRL Executive, considering, but not limited to, the following factors:
 - Price, including 'value for money'
 - Previous works and project history
 - Formal qualifications
8. The CHRL Executive may at times allocate small contracts, up to \$1,000 in value, to appropriate contractors who are not on its preferred contractor list.

If, as a CHRL approved contractor, you do not comply with any of the requirements as outlined in the Contractor Engagement Policy, CHRL reserves the right to withdraw the contract.

Allocation of Contract Works Policy

Adopted by CHRL Executive

Date: 16/05/2024

Reviewed: 15/05/2024

Next Review Date: May 2026

Additional requirements may be required if requested by the funding body