

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 contractors will be required to meet the following requirements:
 - Hold current Public Liability insurance to the value of \$20 million.
 - Hold Personal Injury and Accident insurance. If you have employees or subcontract works, all workers are required to be covered by Workers Compensation insurance.
 - 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 Land Management and Conservation (CLM) and Chemical Accreditation. Approved Australian Association of Bush Regenerators (AABR) industry standards for bush regeneration must always be adhered to. For further information, visit: www.aabr.org.au.
 - Have a minimum of 2 years demonstrated experience in works for which contract is being allocated.
 - Be fully aware of, and compliant with, Work Health and Safety (WH&S) requirements, visit: safeworkaustralia.gov.au
 - Provide current Safe Work Method Statements (SWMS), specific to the work being carried out.
 - Provide current fee schedules.
 - Have Professional Indemnity Insurance to the value of \$10 million, if undertaking consulting work.

4. In keeping with the Associations Incorporation Act 2009, CHRL must not select contractors in order to secure a monetary gain for its members. However, members may receive legitimate payments for service from CHRL.
5. Bush Regeneration contractors and their employee/s will not be allocated works on a site at which they are a site coordinator.
6. CHRL will not engage third party organisations (eg Employment recruitment agencies) to supply contractors.
7. CHRL reserves the right to nominate preferred contractors.
8. Preferred contractors will be allocated contract works by the CHRL Executive, taking into account, but not limited to, the following factors:
 - Price, including 'value for money'
 - Previous works and project history
 - Formal qualifications
9. The CHRL Executive may at times allocate small contracts, up to \$1,000 in value, to appropriate contractors which are not on it's preferred contractor list.
10. Additional requirements may be required if requested by the funding body.

*Allocation of Contract Works Policy
Adopted by CHRL Executive
Date: 11th June 2020
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