

Programs & Services

Review Date

Policy Number: *PS6*
Number of pages: **2**
Attachments: **1**

POLICY REGISTER

Subject: Contractors

Primary Responsibility:

Board members, staff and contractors.

Policy Statement:

WSCF will from time to time engage the services of an independent contractor.

The purpose of the policy is to ensure that appropriate procedures are followed in respect of selection and appointment of contractors/consultants by WSCF.

Definitions:

For the purpose of this policy:

A Principal is the Western Sydney Community Forum

A Contractor also referred to as an independent contractor/consultant in a company, partnership, other business entity which offers services to the public and provides independent expert service through the exercise of skill and judgement in the performance of the contract.

Procedure

Contractors should be selected on the basis of merit and availability.

The WSCF Equal Opportunity Policy must be adhered to i.e. selections must be fair to all potential applicants and not discriminate on grounds unrelated to the position (e.g. gender, sexual preference or orientation, race, social origin, political affiliation, religion, age or disability).

Where an external contractor/consultant is being engaged for any activity involving a contract fee the following procedure needs to be followed:

- A Deed of Agreement (DOA) is required to be completed and signed before commencement of the contract by the Contractor and authorised by an authorised representative of the Principal ie.
 - For contracts more than \$5,000 - Executive Officer
 - For contracts up to \$5,000 - Operations Manager
 - For contracts up to \$1,500 - Relevant staff

- The Deed of Agreement must include:
 - the contractor's full name and contact details;
 - a summary of the duties the contractor is employed to perform;
 - commencement and termination dates of the DOA;
 - remuneration per hour or day

- The Contractor must provide copies of relevant insurance documentation. This will include public liability, products liability and/or professional indemnity insurance and workers compensation if appropriate.

- The DOA will be signed for a desired result and payment made upon receipt of a tax invoice and satisfactory completion of the contract.

- Each DOA will have a number of WSCF documents attached to it and they should be:
 - Vision Statement
 - Statement of Purpose
 - Code of Practice
 - Privacy and Confidentiality Policy
 - Conflict Resolution Policy
 - OH&S Statement
 - Attendance Sheet
 - Training Evaluation Form

Adopted by the Board on:

CROSS REFERENCE