



1. Intent of Policy

To express Council's commitment to utilizing its own workforce while recognising Council will need to engage contractors:

- To carry out works that are beyond the capability of Councils workforce at the time
- To supplement the existing workforce during times of peak workload
- To carry out specialist works beyond the skills and experience of the existing workforce
- To implement specialist projects, or one -off contracts.

The intent of this policy is to ensure that all activities undertaken by Council and its contractors are performed in a safe manner without causing risk to Council's employees, contractors and the community.

2. Scope of Policy

This Policy applies to all Council employees who are responsible for the engagement and management of contractors.

Relevant Statutory Requirements specific to this Policy;

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Work Health and Safety Act 2011 Ch. 8.1 Clause 210, Ch 8.2 Clause 213, Ch 8.3 Clause 225, 226, 227, 228, 229

Local Government (General) Regulation 2005, "General Conditions of Contract" Part 7

Relevant Council Policies and other relevant documents:

Work Health and Safety Policy

Smoke Free Work Place Policy

Drugs and Alcohol Policy

Oberon Council Contractor Selection Questionnaire

Oberon Council Flow Chart for Engagement of Contractors

3. Policy

Contractors to Council will be engaged in accordance with the Australian Standard "General Conditions of Contract" appropriate to the size and nature of the work to be undertaken.

Council will utilise the Council Contractor Classifications to establish minimum level of management required to control identified levels of risks associated with contractor use.

Contractors invited to tender as part of a selective tender or quotation will be selected from a list of pre-approved contractors who have fulfilled the requirements in the Contractors' questionnaire and provided the appropriate documentation.

For major contracts, Council will require a statutory declaration signed by the contractor, indicating that the company is solvent and financially capable of fulfilling their contractual obligations.

Contractors must hold a Centroc Induction Card.

The General Manager will be responsible for developing a Management Plan to implement this Policy.

Approving Authority	Oberon Council
Contact	WHS/RM Coordinator
Approval	Ordinary Meeting – 20 December 2016: Item 13.12, Minute 26 201216
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