

Contractor policy

| Cemetery trust (hereafter referred to as ‘the trust’): |  |
| --- | --- |
| Date policy adopted (trust meeting date): |  |

The trust adopted this policy at its trust meeting on the date specified above. This policy will be reviewed two years from the date the policy was adopted.

# Purpose

The purpose of this policy is to ensure that when the trust engages contractors to undertake work within cemetery grounds, the contractors are competent, suitably qualified and have appropriate experience to complete the nominated tasks.

# Scope

This policy applies to all cemetery trust members and non-member secretaries involved in procuring contractors.

# Engagement process

Employment of contractors will be in accordance with the trust’s purchasing and tendering policy and the *Class B cemetery trust guidelines for public construction procurement in Victoria*. When assessing contractor suitability, the trust will consider:

* capability, previous performance, previous work done on behalf of the trust and/or referee checks
* a detailed assessment and comparison of tenders or quotations.

Trust members and/or a non-member secretary engaging a contractor will ensure contractors:

* hold current licences and/or relevant qualifications to complete the nominated tasks and that these documents remain current for the duration of the contract and are sighted by the trust before work begins
* hold current certificates for workers’ compensation and public liability insurance and that these documents remain current for the duration of the contract and are sighted by the trust before work begins
* are provided with copies of all relevant trust polices before work begins
* complete and sign all relevant paperwork before work begins.

# Financial management

All transactions will be undertaken in accordance with the trust’s cash management policy and the *Financial guidelines for Class B cemetery trusts.*

# Relevant documents

* Contractor agreement
* Purchasing and tendering policy

VERSION CONTROL

| No. | Date | Comments | Next review |
| --- | --- | --- | --- |
|  |  |  |  |