

The Association of Graduates in Early Childhood Studies would like to acknowledge both the Bunurong/Boon Wurrung, and Wurundjeri people as the Traditional Custodians of the Lands on which we are located in Melbourne. We pay our respects to their Elders past, present and emerging. We also acknowledge the Aboriginal language groups across all of Victoria, whose lands we provide funding for specific projects around Early Childhood Education. We acknowledge their history, their people, and their stories. As an Association we will work together for reconciliation, a process that starts with the acknowledgement of true Aboriginal and Torres Strait Islander histories and cultures of Australia, and will always value the contribution to our community and culture, the experiences of Aboriginal and Torres Strait Islander peoples, their families, communities and their stories.

AGECS Engagement of Contractors and Ambassadors Policy

1. Introduction

The Association of Graduates in Early Childhood Studies (AGECS) Council engages contractors and ambassadors to assist it in its work to serve AGECS members and the Early Childhood Education and Care (ECEC) community.

2. Policy Objectives

This document sets out guidelines for the engagement of contractors and ambassadors.

3. Related documents

This policy is to be read in conjunction with the following AGECS policies:

- Code of Conduct (incorporating the Working together agreement and Virtual meeting guidelines)
- Complaints Handling
- Working with Aboriginal and Torres Strait Islander Agencies and Services
- Conflict of Interest
- Social Media

4. Definitions

Contractor – person or firm that undertakes a contract to provide a paid service or do a job under the guidance of AGECS Council. Consultants and Aboriginal Ambassadors are included under the terms of this policy.

5. Policy

The AGECS Council shall, from time to time, engage contractors such as a Program Manager, Engagement Coordinator, Bookkeeper and other contractors. The engagement of any contractors or ambassadors must be approved by the Executive.

Any AGECS committee requiring the services of a contractor (other than the Program Manager, Engagement Coordinator or Bookkeeper) must provide details of the proposal including costs and timeframes to the Program Manager who will circulate as an item to the Executive for consideration. Once approved by the Executive or Council, a contract can be sought from a proposed contractor.

6. Engagement of contractors

6.1 Contractors must provide a written contract/client agreement (“contract”) to Council for consideration prior to the engagement commencing outlining:

1. Contractor contact details
2. Contractor ABN and GST registration (if applicable)
3. Names of the agreed AGECS Liaison contacts
4. Scope of service, including task requirements or AGECS position description
5. Terms of engagement including service fees and invoice terms
6. Details of contractor’s professional indemnity insurance, public liability insurance or any other insurance as required by AGECS
7. Start and finish dates of the agreement
8. CV and two references if requested by AGECS

6.2 The contractor contract must be approved by the Executive and signed by a nominated member of the Executive before services commence.

7. Contract renewal

7.1 A new contract must be provided annually, upon 12 months following the previous engagement.

7.2 The contractor contract renewal must be approved by the Executive and signed by a nominated member of the Executive.

7.3 An AGECS Code of Conduct must be signed upon annual renewal of the contract.

8. Contractor appraisals

8.1 A review of Contractor position descriptions shall be undertaken annually by the Executive.

8.2 An annual performance review of contractors shall be undertaken annually by the Executive (or representative) or upon and prior to renewal of a contract.

9. AGECS responsibilities

AGECS must provide:

- a copy of the policies listed in section 3 to the contractor for their signature and return with the contract.
- specific user access to any software or systems required for the contractor to undertake their work.
- answers to queries as required.

10. Contractor responsibilities

Contractors must:

- Sign and return a copy of the AGECS policies listed in section 3.
- Abide by the AGECS policies listed in section 3.
- deliver services as outlined in the contract in a timely and agreed manner.

11. Dispute resolution

Contractors may lodge a complaint under the AGECS Complaints Handling policy.

12. Termination

12.1 Contracts are in place only for the term of the contract.

12.2 AGECS or the contractor may terminate the contract at any other time by giving the other party 20 business days' notice in writing or based on invoicing terms. The number of business days must be written into the contract.

12.3 A contract can be terminated by AGECS Council Executive upon a contractor's demonstrated breach of the AGECS Code of Conduct.

12.4 A contract can be terminated by AGECS when the AGECS Council Executive deems that the work has been completed or is no longer required.

12.5 Contract engagement is subject to the ongoing financial viability of the organisation.

For questions about this policy, contact the President.

Version	1	Approved by Council on	2 nd December 2023
Responsible person	The President	Scheduled review date	December 2026