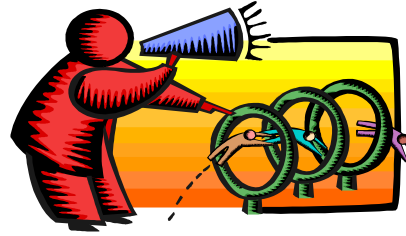


Contract Management

Managing The Gaps In Staff Numbers / Expertise Or “How do I replace ****?”

The last decade has seen many changes in the way businesses function:

- the downsizing of organisations
- the increase in compliance systems
- the move away from government regulation to self regulation



These actions place a strain on the infrastructure of businesses, large and small.

Training a member of staff, and allocating them the required resources to carry out an assignment, can be expensive and time-consuming, particularly if the person leaves or is not motivated to carry out this task.

A growing trend in organisations is to hire in expertise, either part-time or on a contracted basis.

By doing this, an organisation gains a valuable outside perspective, someone with no internal grievances or political agendas.

Importantly, these arrangements are not to cover short term labour/staffing deficiencies; they are long term arrangement between parties for a set time, over a set period, for a set fee.

GROWING REQUIREMENTS FOR COMPLIANCE:

In the years since 1987, we have seen the introduction of self compliance on an ever increasing scale. International standards covering Quality, Safety & the Environment have become an accepted part of business performance.

In Australia all states have regulations or laws for organisations to comply with; Dangerous Goods and Occupational Health & Safety are two common compliance areas.

In Victoria, all food outlets need to comply with regulations requiring FSPs - Food safety plans.

These are based on the HACCP approach. All food businesses are required to have an FSP (Food Safety Program) documented, audited and in place.

Areas such as Tertiary Education & Aged Care have also come under revised Federal/State legislation, also compliance-based. Typical of this is the AQTF for the education area.

The Staff Vacuum



Contract Management

The Cost Effective Way To Compliance Management:

Many organisations find it hard to adopt “new thinking”. Staff are busy, with no time to learn and apply a new approach. The answer used to be to hire new staff, either suitably trained or at least proficient in the new requirements.

This solution is sound for a large business, or where the new staff member can be allocated other tasks to justify employment, *provided* one role is not overshadowed by the other, or many “masters” have to be served, and none are satisfied.

Small firms often cannot afford additional employed staff, with the administration and longer term commitment that this entails.

The answer:

Contract-in the Expertise

The effective and practical solution. **P-E Handley-Walker** has developed a simple approach which meets this need - particularly for the smaller organisation.

“Contract Management”

Whether you have already implemented a system to meet a standard or regulation, or you are about to embark on such a course, this approach is very worthwhile.

Your company *gains the following:*

- an individual who is up-to-date in their field of expertise
- a set time on site (can be as little as one day per month)
- a set fee
- a contract setting out deliverables
- a set period of operation with renewal if mutually agreed
- *and a solution to these common problems:*
 - no need to provide ongoing training
 - no replacement problems if staff leave

This service is offered for:

ISO 9001 - QUALITY MANAGEMENT SYSTEMS

ISO 14001 - ENVIRONMENTAL MANAGEMENT SYSTEMS

AS/ISO 22000 - FOOD SAFETY MANAGEMENT SYSTEMS

FOOD SAFETY PROGRAMS, INCLUDING HACCP SYSTEMS

SAFETY MAP AS/NZS 4801 OHSAS 18001 OH&S MANAGEMENT SYSTEMS

AS/NZS 4360 – RISK MANAGEMENT

for more information contact William Ray 0412 439 334 / (03) 9708 8809