Labour hire procedural guide – AAT

Labour hire process
Step 1: Obtain SES approval to engage labour hire
Step 2: Source Candidates. There are two sourcing options depending on the type of work as specified below :

Option 1	Option 2
Option 1: Administrative Candidates May be sourced from approved recruitment Agencies which are all on Standing Offer Notices (SON) Contact **s 47E(d** ▮▮▮ for advice on obtaining quotes or obtaining details of current Standing Offer Notices you can access. The work area decides on the preferred recruitment agency by conducting a value for money assessment:	***Option 2:*** Non-administrative and IT Candidates Work area obtains quotes from three recruitment agencies (emails are sufficient for this purpose). Contact **s 47E(d** ▮▮▮ for advice on obtaining quotes or obtaining details of current Standing Offer Notices you can access. Contact HR Advice team for potential recruitment agencies to approach if required. Work area decides on the preferred recruitment agency by conducting a value for money assessment and provides Business Support - Procurement via the **s 47E(d** ▮▮▮ mailbox the following. • Copy of the contract or agreement (if any) • Name of recruitment agency • Name of contractor • Term of contract • Contract value (cost over the period of the contract) **s 47E(c)** ▮▮▮

Step 3: Assess & Engage Contractors

s 47E(c) ▮▮▮

Suitable candidate(s) identified and the work area advises the recruitment agency. Temporary staff contract prepared for signature by the EL2 manager, including agreed rates and term of temporary assignment. The Recruitment agency is advised of start date and the AAT's contact person. A work order (contract/schedule) will need to be completed and signed by the Agency and a copy emailed to **s 47E(d)** ▮▮▮

s 22 ▮▮▮

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Step 4: Induction/commencement

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Induction:

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Step 5: Contract Extensions:

Supervisor notifies s 47E(d) ████████████ (as specified below) that the contract has finished Note: Labour hire arrangements can be terminated at any point where the service provided is not meeting expectations or is not required.

- s 22 ██

If the original contract term is extended for any contractor, s 47E(d) ████████████ needs to be notified. This notification will require:

- Name of contractor
- New contract term
- Confirmation of hourly pay rate (including GST)
- New total contract value
- Inform us if there are any changes to their original contract
- Attach a copy of the original Labour Hire Notification Form

Please note that if the contract was part of a Standing Offer Notice (SON) then the SON needs to be current before the contract can be extended otherwise a value for money assessment needs to occur.

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Step 6: Cessation of contract:

Supervisor notifies s 47E(d) ██████████ (as specified below) that the contract has finished Note: Labour hire arrangements can be terminated at any point where the service provided is not meeting expectations or is not required.

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Contact details
Human Resources – s 47E(d) ████████████████ or 02 9276 s 47E(d) ████
Recruitment Team - s 47E(d) ████████ or (02) 9276 s 47E(d) ████
Finance – s 47E(d) ████████████
Business Support - s 47E(d) ████████████████
Procurement team - s 47E(d) ██████████████