

# TEMPORARY LABOUR HIRE PROCEDURES 2015

**Issued by:** Director, Human Resources.

**Date:** 4 August 2015

**Last amended:** 6 June 2017 (Administrative amendments only)

**Signature:**

**Name:** John Dixon

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## 1 Purpose and application

- (1) These procedures are to give effect to the [Workforce Engagements and Payments Policy 2016](#) (“the policy”).
- (2) These procedures apply to the engagement of temporary workers hired under an agreement with a labour hire agency to meet short-term skill requirements.

## 2 Commencement

These procedures commence on 1 March 2016.

## 3 Interpretation

Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

## 4 Approved labour hire agencies

- (1) Engagements and extensions of temporary workers from labour hire agencies must be initiated and arranged through [SydneyRecruitment](#).
- (2) SydneyRecruitment, in consultation with Procurement Services, will determine a list of labour hire agencies which are the University’s [preferred suppliers](#).  
**Note:** Preferred supplier arrangements are established in accordance with the [Procurement Policy and its related procedures](#).
- (3) Where a highly specialised skill requirement cannot be met from the list of preferred labour hire agencies, engagement of alternative suppliers is negotiated by SydneyRecruitment in consultation with Procurement Services. Engagement of appropriate alternative agencies must be approved in accordance with the [Procurement Policy and its related procedures](#).

## 5 Request to engage

- (1) Prior to sourcing or engaging an individual through a labour hire agency, the Hiring Manager should seek advice from [SydneyRecruitment](#) on whether employment options (continuing, fixed term, casual or internal secondment) would be a more appropriate form of engagement.
- (2) To seek approval to hire a temporary worker through a labour hire agency the Hiring Manager must complete a [Request to Engage form](#), providing details of the duration, duties and budget for the engagement.
- (3) The relevant delegate must approve the request to engage form before SydneyRecruitment can source a temporary worker from a labour hire agency.

## 6 Sourcing candidates

- (1) Where the relevant delegate has approved the engagement of a temporary worker, SydneyRecruitment will:
  - (a) identify appropriate agencies from the University's [preferred suppliers](#);  
**Note:** A maximum of three agencies will be contacted, to compare the skills and value of options available.
  - (b) obtain resumes and quotes for candidates that have been pre-screened by an agency against requirements of the position; and
  - (c) shortlist candidates for the hiring manager's consideration.
- (2) The Hiring Manager is responsible for selecting a suitable candidate and will consult with SydneyRecruitment to determine the appropriate selection process.
  - (a) If interviews are required the Hiring Manager will:
    - (i) arrange date, time and venue for interview of candidates and inform SydneyRecruitment accordingly;
    - (ii) co-ordinate any other interviewers;
    - (iii) arrange completion of *conflicts of interests declaration forms* by each interviewer and forward the declarations to SydneyRecruitment prior to interviews; and
    - (iv) prepare interview questions.
  - (b) The Hiring Manager and any interviewers must not participate in the selection process if they have a conflict of interests with a candidate.
- (3) At the completion of the selection process:
  - (a) the Hiring Manager will advise SydneyRecruitment of the preferred candidate(s);
  - (b) SydneyRecruitment will:
    - (i) record conflicts of interests declarations;
    - (ii) source a minimum of one reference for the preferred candidate;
    - (iii) liaise with the selected labour hire agency to engage the candidate, at the rate approved by the relevant delegate;
    - (iv) provide the agency with a copy of the University's Temporary Worker Affiliation Letter, outlining the worker's role and responsibilities (including compliance with policy) while on assignment at the

University. The letter must be signed by the temporary worker before they can commence an assignment at the University.

## 7 Terms of engagement

- (1) The terms of the engagement with the selected agency must be negotiated by SydneyRecruitment on the University's behalf, and must:
  - (a) name the individual(s) to be engaged;
  - (b) specify the duration of the temporary engagement as approved by the relevant delegate on the [Request to Engage form](#);
  - (c) specify the rate (including, where appropriate, the hourly, daily, or weekly rate) for the work to be undertaken;
  - (d) include details of the role, skills to be provided and performance expectations; and
  - (e) confirm any required pre-engagement screening, for example Police, Working with Children or health checks.
- (2) When negotiations with the selected agency are finalised, SydneyRecruitment will provide the Hiring Manager with the completed agreement with the selected agency (customer order schedule).
- (3) The Hiring Manager is responsible for:
  - (a) liaising with the relevant delegate to sign the agreement (customer order schedule) with the selected agency, as final approval; and  
**Note:** Delegations of authority are set out in the [University of Sydney \(Delegations of Authority - Administrative Functions\) Rule 2016](#). As at the date of these procedures, reference should be made to section 6.4.3.
  - (b) returning the approved agreement to SydneyRecruitment.  
**Note:** Refer to [SydneyRecruitment](#).

## 8 Supervising the engagement

- (1) The nominated manager is responsible for supervising the temporary worker(s) during their assignment at the University including:
  - (a) **induction:** completing the relevant components of the [Induction Checklist – Temporary Worker \(agencies\)](#), taking into account the duties and duration of the assignment;
  - (b) **performance management:** regularly monitoring the temporary worker's performance and informing SydneyRecruitment. If a temporary worker is not performing to a satisfactory standard SydneyRecruitment will contact the agency to end the worker's assignment at the University.
  - (c) **exit processes:** completing a [Separation Checklist – Temporary Worker \(Agencies\)](#), ensuring that the temporary worker no longer has access to University systems; and ensuring that any University property is returned when their assignment with the University finishes.

## 9 Payments

- (1) Temporary workers are paid by the labour hire agency.
- (2) Labour hire agencies issue the University with tax invoices for the work performed by the temporary worker following submission of timesheets.  
**Note:** The labour hire agency is responsible for all employment tax obligations.
- (3) A temporary worker's timesheets must be validated by the relevant University supervisor before they are submitted to the labour hire agency. Overtime payments will only be validated where the temporary worker was specifically requested to work the additional time by an authorised supervisor prior to the overtime being worked.
- (4) Tax invoices received from the labour hire agency must be validated against both the timesheets and the terms of the approved agreement with the agency, and must comply with the [Procurement: Purchase Order Procedures](#).
- (5) Payments to labour hire agencies must be made through the University's Accounts Payable system, in accordance with the [Accounts Payable Payment Procedures](#).

## 10 Variation or extension of a labour hire arrangement

- (1) Any extension or variation of an engagement of a temporary worker through a labour hire agency must:
  - (a) be initiated on a [Request to Engage form](#)
  - (b) take into account:
    - (i) the cost of the total engagement, including both the original agreed costs and the cost of the proposed variation or extension; and
    - (ii) the performance of the individual against agreed outcomes.
  - (c) be negotiated by SydneyRecruitment on the University's behalf;
  - (d) be reviewed by the relevant finance officer if there are any changes to the originally agreed rates or budgeted costs; and
  - (e) be approved by the relevant delegate.

**Note:** Refer to the [Procurement Policy and its associated procedures](#).

## NOTES

### Temporary Labour Hire Procedures 2015

Date adopted:	4 August 2015
Date registered:	9 February 2016
Date commenced:	1 March 2016
Date amended;	26 April 2017 (Administrative amendments only) 6 June 2017 (administrative amendments only)
Administrator:	Director, Human Resources

Review date: 4 August 2020

Related documents:

[University of Sydney \(Delegations of Authority – Administrative Functions\) Rule 2016](#)

[Affiliates Policy](#)

[Code of Conduct - Staff and Affiliates](#)

[Procurement Policy](#)

[Recruitment and Selection Policy](#)

[Visa and Work Rights Policy](#)

[Workforce Engagements and Payments Policy 2016](#)

[Working with Children Policy 2014](#)

[Accounts Payable Payment Procedures](#)

[Procurement and Purchasing Guidelines](#)

[Procurement: Non-Allowable Expense Procedures](#)

[Procurement: Purchase Order Procedures](#)

[Procurement: Tendering Procedures](#)

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## AMENDMENT HISTORY

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
Clauses 5(2), 5(3), 7(1)(b), 10(1)	Updated Request to Hire form to new Request to Engage form.	26 April 2017
7(3)(a) note; related documents	Updated references to the <i>University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016</i>	6 June 2017