

Relevant Information for Council

FILE: X098701.12 **DATE:** 8 December 2023

TO: Lord Mayor and Councillors

FROM: Susan Pettifer, Director People, Performance and Technology

THROUGH: Monica Barone, Chief Executive Officer

SUBJECT: Information Relevant To Item 6.5 – Quote - Q-2023-1075 - Management and Acquisition of Contingent Labour

For Noting

This memo is for the information of the Lord Mayor and Councillors.

Purpose

To provide further information about the Quote for the Management and Acquisition of Contingent Labour.

Background

At the meeting of the Corporate, Finance, Properties and Tenders Committee on 4 December 2023, further information was sought about Quote - Q-2023-1075 - Management and Acquisition of Contingent Labour.

1. Payment of Award rates by occupational type

Recruitment agencies engaged by the Managed Service Provider pay agency workers the award rate for following positions:

- Library Assistants are paid in accordance with the Local Government Industry Award rates.
- Early Childhood Teacher, Step 1 are paid in accordance with the Educational Services (Teachers) Award rates.

- Scorers (Recreation and Leisure) are paid in accordance with the Local Government Industry Award rates.

Other agency workers are paid above the Award rate set out in the Children's Services Award, Educational Services (Teachers Award) or the Local Government Industry Award, respectively. This is important to attract suitably qualified people to work in Sydney on short term placements.

A list of occupational types, the governing state industry award or federal modern award, and a selection of 'award rate' or 'above award rate' from the preceding twelve months is provided in Attachment A.

2. Integrity checking

The City of Sydney lists the pre-employment checks required to perform the responsibilities of each position. The Managed Service Provider requires any recruitment agency providing workers to the City of Sydney to conduct the pre-employment checks. These include qualifications, rights to work, immunisation, working with children (if required). All pre-employment requirements are submitted to the City of Sydney via the Managed Service Provider for verification and recording before an agency worker is engaged.

The City of Sydney also requires periodic audits of the recording system (twice per year). There have been no reported breaches in relation to pre-employment checks.

3. WHS and injury management for agency workers

If an agency worker is injured while completing work for the City of Sydney, the same Work Health and Safety processes are followed as they would be for City of Sydney employees. The process is detailed in the Safety Management System, operational procedures for incident management which define the requirements for the immediate response, notification, investigation, and implementation of corrective action for all health and safety accidents.

The City of Sydney through the Contract Manager, Contingent Labour notifies the relevant agency of the incident so they can apply their respective workers compensation and injury management processes as required by national and state-based Work Health & Safety and workers compensation legislation.

Susan Pettifer, Director People, Performance and Technology

Prepared by: Chris Youness, Chief People and Culture

Rodney Waterson, Manager Recruitment and HR Systems

Attachments

Attachment A. Details of Agency Worker Type and the Applicable Award Rate

Approved

P. M. Barone

MONICA BARONE

Chief Executive Officer

Attachment A

**Details of Agency Worker Type and the
Applicable Award Rate**

Attachment A: FY2022-23 Contingent Workforce by Rate

Job Category	Award	Paid at or above award rate
General Industrial	Local Government Industry Award	Above award rate
Childcare	Children's Services Award	Above award rate
	Educational Services (Teachers Award)	At award rate
Information Technology	Local Government Industry Award	Above award rate
Leisure	Local Government Industry Award	Above award rate
	Local Government Industry Award	At award rate
Technical	Local Government Industry Award	Above award rate
Catering and Hospitality	Local Government Industry Award	Above award rate
Secretarial and Administration	Local Government Industry Award	At and Above award rate
Procurement/Logistics/Supply Chain	Local Government Industry Award	Above award rate
Libraries	Local Government Industry Award	At award rate
	Local Government Industry Award	Above award rate
Facilities Management/Building Services	Local Government Industry Award	Above award rate
Finance	Local Government Industry Award	Above award rate
Community Care	Local Government Industry Award	Above award rate
Statutory Laws	Local Government Industry Award	Above award rate
Human Resources	Local Government Industry Award	Above award rate
Sales and Marketing	Local Government Industry Award	Above award rate
Tree Lopping and Arborist Services	Local Government Industry Award	Above award rate
Housing and Social Care	Local Government Industry Award	Above award rate