



STAFFSURE WORKFORCE SERVICES PROVIDER **CERTIFICATION**



AUDIT OVERVIEW



STAGE 1: PRE-AUDIT

- Questionnaire sent to client
- Fit and proper forms sent to client
- Proposal inclusive of costs sent to client

STAGE 2: AUDIT

One day audit covering:

1. WORK STATUS AND REMUNERATION

- **Labour Age**
Policies covering minimum age, young & juvenile workers etc.
- **Wages and Benefits**
Policies that ensure minimum wages are met, policies that ensure that initial employment conditions are still applicable and ensuring your Service Network are meeting requirements
- **Working Hours and Record Keeping**
Ensuring that controls are in place to meet, overtime, mandated breaks etc.
- **Migration, Work Rights and Forced Labour**
Ensuring that eligibility to work in Australia requirements met, VEVO checks in place
- **Discrimination**
Ensuring policies in place to address discrimination
- **Harrasment and Abuse**
Grievance policies in place to address discrimination
- **Freedom of Association and Collective Bargaining Agreements**

2. SAFE WORK

- **Health and Safety**
OHS legal requirements, injury and incident recording, corrective actions
- **WSP Locations**
Workforce Service Provider's office, evacuation drills, testing and tagging
- **Complaints Management**

3. ACCOMMODATION

Ensuring that if accommodation is used, the WSP has controls and checks in place to ensure that workers are placed in reasonably suited accommodations.

4. FIT AND PROPER PERSONS

Business integrity, banned and disqualified, professional knowledge.

5. FINANCIAL ASSURANCE

- **Financial Risk Management**
Correctly withholding for superannuation, tax, GST etc.
- **Insurance Risk Management**
Confirming that correct and relevant insurances are held
- **Information Security Risk Management**
Information Security Risk Management, server locations, password protections etc.

PRICING

AUS

RCSA Member Pricing
1 day onsite \$1,990.00 AUD

Non-Member Pricing
1 day onsite \$2,200.00 AUD

CONTACT US

SGS AUSTRALIA PTY. LTD

10/585 Blackburn road
Notting Hill VIC 3168 AUS
P: 03 9574 3200
E: au.staffsure@sgs.com

WHAT IS A SERVICE NETWORK?

SOURCING/SELECTION

Sourcing labour for a workforce provider.
Services for finding a worker.

ENGAGEMENT

Labour hire provider engaging workers
and on-hiring to others

MOBILISATION

A provider that may mobilise,
accommodate and caters for workforce
deployment

PERFORMANCE OF WORK (BY WORKERS)

Undertaking of responsibility for
managing the performance of a worker
without directly employing them

MANAGEMENT & SUPERVISION

Undertaking of responsibility for
managing the performance of a worker
without directly employing them.
A workforce service provider may
undertake responsibility for managing
the performance of any obligation under
contract for the performance of a worker

ACCOMMODATION

Hostel, hotel, real estate agency
supplying accommodation. Includes
buildings, tents, structures, rooms,
fittings, furnishings, equipment, facilities
and amenities. Can also include provision
of food and transport to and from the
work site.

PAYMENT

Services to facilitate the payment of
wages or remuneration by an employer or
engager of a person to perform work.

DEMOBILISATION

Taking a full group of workers out of client
site. This might mean mass redundancies
or letting go of a significant amount of
contractors. This may mean using an
external company to support the logistics,
including industrial relations issues but it
may also include managing the logistics
of physically moving them, e.g. travel
companies.

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WHEN YOU NEED TO BE SURE