

Procedure

Contingent Workers

NSWHP_PR_028

1. Purpose

This procedure outlines how to engage a contingent worker.

2. Background

The planning and management of contingent workers is governed by the [NSW Public Service Commission Contingent Workforce Management Guidelines G2014_012](#) and [Recruitment and Selection of Staff to the NSW Health Service, NSW Health PD 2017_040](#).

A contingent worker may be engaged by NSW Health Pathology to provide labour or services for the following reasons:

- a) To fill a vacant NSW Health Pathology position for less than six continuous months
- b) To assist in managing short term peak workload
- c) To undertake a specific project or
- d) For volunteer work.

3. Scope

This procedure is mandatory to all NSW Health Pathology staff involved in engaging contingent workers.

4. Definitions

Contingent Worker: A person engaged by NSW Health Pathology to provide labour or services to NSW Health Pathology who is not paid through the NSW Health Payroll but will be maintained in StaffLink to enable IT or email access, for example, contractors or volunteers. Suppliers engaged to provide consultancy services or under a specific contract or statement of work are not considered to be contingent workers ([Public Service Commission Contingent Workforce Management Guidelines G2014_012](#)).

5. Procedure

- 5.1 The manager identifies the need to engage a contingent worker for a position.
- 5.2 The manager reviews the current list of registered suppliers of contingent workers in the [NSW Government ProcurePoint Prequalification Scheme Contingent Workforce](#).
- 5.3 If there are no contingent workers available in the relevant employment category through the Contingent Workforce Prequalification Scheme, please contact the Workforce and Recruitment Operations Team (WROPs) team for advice on the other options available for engaging a contingent worker.
- 5.4 The manager may contact the supplier directly to request the resumes of contingent workers to fulfill the position.
- 5.5 Managers should meet with the contingent workers to assess their suitability for the role.

This document is controlled only if the latest version is downloaded from the [NSW Health Pathology Policy Library](#).
<http://intranet.pathology.health.nsw.gov.au/tools---resources-/policies-and-procedures/policies>



Procedure

Contingent Workers

NSWHP_PR_028

- 5.6 Managers must ensure that any negotiations do not involve people with whom they have a close personal or family relationship. Conflicts of interest must be managed in accordance with the [NSW Health Conflicts of Interest and Gifts and Benefits Policy Directive PD2015_045](#).
- 5.7 Managers must seek approval in writing (for example via email) from the relevant NSW Health Pathology delegate to engage a contingent worker in accordance with the [NSW Health Pathology Delegations Manual](#).
- 5.8 Once approved, managers must complete the [Engaging Contingent Workers Checklist](#) and the following forms and return to NSWPATH-WorkforceOps@health.nsw.gov.au:
 - a) National Criminal Record Check Consent Form
 - b) 100 points identification
 - c) Privacy and Confidentiality Declaration
 - d) [NSW Health Code of Conduct](#) acknowledgement
 - e) Pre-Employment Health Assessment
 - f) Occupational Screening Form 6 and 7
 - g) Statutory Declaration (if from overseas)
- 5.9 The WROPs team will establish the contingent worker in StaffLink.
- 5.10 The WROPs team will advise the manager once the contingent worker is approved to commence. Contingent workers must not be appointed until this advice is received by the WROPs team.

6. Roles and Responsibilities

All NSW Health Pathology staff must engage contingent workers in accordance with this Procedure.

7. Legal and Policy Framework

[NSW Health Conflicts of Interest and Gifts and Benefits Policy Directive PD2015_045](#)

[ProcurePoint Contingent Workforce Prequalification Scheme \(CWPS\)](#)

[Public Service Commission Contingent Workforce Management Guidelines G2014_012](#)

[NSW Health Pathology Delegations Manual](#)

[Recruitment and Selection of Staff to the NSW Health Service, NSW Health PD 2017_040](#).

8. Review

This procedure will be reviewed by 30 June 2021.

Procedure

Contingent Workers

NSWHP_PR_028

9. Risk

Risk Statement	If contingent workers are not engaged appropriately it may result in loss of trust and confidence/ industrial unrest, disputation and litigation
Risk Category	Workforce

10. Further Information

For further information, please contact:

Policy Contact Officer	Name:	Victoria Hiley
	Title:	Deputy Director People & Culture
	Telephone:	040404 3224
	Email:	Victoria.Hiley1@ health.nsw.gov.au

11. Version History

The approval and amendment history for this document must be listed in the following table.

Version No	Effective Date	Approved By	Approval Date	Policy Author	Risk Rating	Sections Modified
1.0	14/12/15	Director Workforce	14/12/15	Kerrie Kelly, Manager Recruitment and Workforce Operations	High	New Business Rule
2.0	06/12/17	Chief Executive	07/12/17	Kerrie Kelly, Manager Recruitment and Workforce Operations	High	Business rule converted to Procedure.
3.0	17/06/19	Executive Director, People & Culture (minor amendment)	06/06/19	Victoria Hiley, Deputy Director, People & Culture	High	Add reference to Recruitment PD at Section 2, Contact Officer changed.