



# **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 New Zealand requirements met, VisaView checks in place
- **Discrimination**  
Ensuring policies in place to address discrimination
- **Harrasment and Abuse**  
Grievance policies in place to address discrimination
- **Freedom of Association**

### 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, VAT 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

### NZ

**RCSA Member Pricing**  
1 day onsite \$2,145.00 NZD

**Non-Member Pricing**  
1 day onsite \$2,370.00 NZD

## CONTACT US

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## 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