

Use this checklist to assist in the planning and management of contingent labour as part of your broader workforce strategy.

The checklist does not replace the [Contingent Workforce Management Guidelines](#) and should only be used in conjunction with the Guidelines.

There should be an immediate, clear, and current need supported by evidence

Requirement	Met?
There is clear and current evidence of a shortage of candidates with the required capabilities in the labour market and there is a short or longer term need to engage external labour	
The need is so immediate that a short-term solution is needed, pending recruitment action where appropriate	
There is a time limited need for additional resources or specialised knowledge and/or skills that will not be required within the ongoing workforce.	

Applicable legislation does not enable functions to be delegated to contractors

The hiring agency understands that	Understood?
Contractors cannot perform any delegations under the Government Sector Employment Act 2013.	
Contractors cannot perform any financial delegations under the Government Sector Finance Act 2018.	

Contingent Workforce Scheme

Requirement	Met?
The hiring agency complies with the requirements of the Contingent Workforce Scheme SCM 007.	

Reporting requirements

Requirement	Met?
Contingent labour data is reported to the hiring agency's executive or leadership team on a regular and ongoing basis.	

Reviewing contingent labour

The hiring agency should consider	Met?
Mapping out the anticipated requirements for particular job functions and activities over the next 1 -5 years.	
Reviewing the current workforce supply for these job functions, including the agency's use of contractors in each job function.	
Projecting potential workforce supply gaps.	
The appropriate mix of workforce arrangements based on criteria such as short term and long-term needs, project vs ongoing work or the need to retain specialist or new capabilities.	
Identifying whether the job functions are commonly found/required across the sector and consider joining with other agencies to plan bulk recruitment and / or mobility strategies to meet demand.	

Workforce supply strategies

The hiring agency is aware of the following workforce supply strategies	Aware?
Advertising ongoing, temporary, or casual opportunities	
Activating talent pools within the agency, cluster, or NSW public service.	
Supporting cross agency and sector mobility strategies.	
Encouraging existing employees to build and develop capability needs through development opportunities such as succession planning, training, education, reassignment, and project opportunities.	
Establishing or enhancing graduate, trainee, and cadet programs in identified critical capability areas.	
Forming partnerships with educational institutions to build talent pipelines and presence in the tertiary and vocational market.	
Redesigning roles to meet future needs and undertaking regular role reviews to ensure current roles reflect the capability needs of the agency.	
Designing stronger recruitment campaigns to support advertising	
Leveraging referrals across the agency	