



**COMPLETE  
STAFF SOLUTIONS**  
*right people, right job, right time*



# *Professional* RECRUITMENT SERVICES

Temporary Staff Supply LGP 808  
**QUICK REFERENCE GUIDE**  
**LOCAL GOVERNMENT**  
**1800 308 308**

<b>Contact Details:</b>	<p style="text-align: center;">Complete Staff Solutions  <b>1800 308 308</b>  <a href="http://www.completestaff.com.au">www.completestaff.com.au</a></p> <p>CEO Stephen Jolly 0407 294 755 <a href="mailto:sjolly@completestaff.com.au">sjolly@completestaff.com.au</a></p> <p>Sydney Account Manager – Samantha Davies 0447 290 527  <a href="mailto:sdavies@completestaff.com.au">sdavies@completestaff.com.au</a></p> <p>Regional NSW Account Manager – Kareena Orman 0409 619 169  <a href="mailto:korman@completestaff.com.au">korman@completestaff.com.au</a></p>
<b>LGP 808 Benefits :</b>	<p>By utilizing the LGP 808 to appoint your Temporary Staffing requirements your council will receive:</p> <p>Ensuring adherence to legislative obligations prescribed under s55 Local Government Act,  Financial Rebates assessed on overall spend level  Corporate Rate Agreement Negotiated Fee's  LGP ongoing review and evaluation of suppliers</p>
<b>Complete Staff Solutions Benefits:</b>	<p>Dedicated Recruitment Specialists experienced in Local Government Supply  Demonstrated priority in OH &amp; S Training, Site Inspections, Regular Review  Candidate Assessment Testing and Qualification Verification  Regular Support and ongoing attention to Client Satisfaction  Professional and personalized service</p>
<b>Service Commitment:</b>	<p>Complete Staff Solutions mission is <b>Right People, Right Job, Right Time</b></p> <p>We provide temporary staffing options for :</p> <ul style="list-style-type: none"> <li>• Administration and Clerical</li> <li>• Executive Contract Positions</li> <li>• Information Technology</li> <li>• Engineering and Project Management</li> <li>• Traffic Control and Labour requirements</li> <li>• Specialist project based positions</li> <li>• Trades and Plant Operators</li> </ul> <p>Along with all other positions that require a flexible approach to employment in order to meet business demands. Our temporary staff not only have the right skills for the job, they also have a “can-do” attitude and we will ensure an appropriate cultural and corporate fit, even if only for one day’s work.</p> <p>We make a commitment to ensure a service that is efficient and effective for your business demands. When dealing with Complete Staff Solutions you can be confident in dealing with the same contact over many years (the average tenure of our consultants is 8 years).</p>

<p><b>Testimonials</b></p>	<p>....."I have no hesitation in recommending Complete Staff Solutions as a service that indeed provide for all potential needs and identifies with you as an individual client who has specialized requirements" Ruth Gouge – Berkley Vale Flaked Biscuit Manufacturing – Sanitarium Health Food Company</p> <p>... "Complete Staff Solutions offer friendly professionalism and insight into the employment market combined with full-service screening, selection and recruitment that truly adds value to our Human Resources and Management teams." Alan Petrie – Manager – Donaldson Australasia</p> <p>...."I have been very impressed with Complete's professional attitude and positive treatment of its employees. I have been with a number of employment agencies over the years and have never been treated with the courtesy, respect and friendliness that the complete staff provides." Kirstin Dacombe – (candidate)</p> <p>"I just wanted to say thank you for the opportunity to secure a position at AAMI, I am sure I will find it rewarding. I would also wanted to say that dealing with Complete Staff Solutions has been a pleasure. The staff are helpful, energetic and willing to help. Today at AAMI's orientation day I mentioned during one of our breaks how helpful Complete were and not surprising everyone agreed that the service received was very unlike any other firm. I just thought it was worth an email to congratulate all of the staff at Complete" -Tami Hutchison (Candidate)</p>
<p><b>Recruitment Monitoring</b></p>	<p>Initially an Account Manager will visit your site and establish a relationship with host employer. Conduct OH &amp; S inspection, obtain brief on temporary staff requirements and ongoing service provision.</p> <p>Once developed a day to day Consultant will be assigned to fulfill every additional need for temporary staff and ongoing client satisfaction monitoring. Complete Staff Solutions have a variety of methods in place to ensure candidate and client communication is of high quality and pride ourselves on level of service commitment .</p>
<p><b>Engaging Temporary Staff</b></p>	<p>When a need for temporary staff is identified by a Council representative, simply contact your relevant Account Manager as identified on the top of this guide or phone 1800 308 308 to be directed to the appropriate person.</p> <p>Your Account Manager will facilitate the introduction of Complete Staff Solutions Specialist Consultant to manage your ongoing temporary needs. Briefing will be held with Host Employer re Person requirements, OH&amp;S inspection, source appropriate staff member, brief staff member including OH&amp;S and expectations, temporary staff member commences, call in first 1 hour to determine progress, weekly progress checks in person, by email or phone, feedback from client and staff after completion of assignment.</p>

**Complete  
Training  
Services**

- We are focused on the provision of training and support systems to deliver excellence in individual and staff performance, both in the use of IT systems and in personal and office skills.
- We can deliver training designed and customised to meet your specifications, or we can deliver our pre-designed format if appropriate.
- We can offer training in a various range of areas, including;
  - ✓ Supervision Skills & Team Building
  - ✓ Time Management
  - ✓ Sales Skills & Customer Service
  - ✓ Microsoft Office (Excel/Access/Word/Outlook)
  - ✓ and many more.
- If you are interested in unlocking the full potential of your staff, let Complete Staff Solutions know and we can tailor a complete training solution to your needs

