



Workforce Mobilisation Procedure

Travel & Accommodation Management

1 Purpose and Scope

Purpose: The Contractor will use the web based Enable to verify, mobilise and manage site access and travel requests and onsite training enrolment of all approved personnel and visitors to Roy Hill.

Enable is an Internet based resource and logistics management and project controls system. The system defines and controls a range of procedures that must be followed by Contractors when seeking to mobilise personnel to the Site.

The procedures and controls cover;

- qualifications and employment criteria for applicants.
- verification of project personnel.
- mandatory pre-mobilisation requirements: including
 - Roy Hill Operations online inductions
 - Security Site Access Card issuance
- mobilisation and demobilisation of personnel.
- subcontractor approval.


Enable also provides Roy Hill with timely reports to monitor project manning trends and ensure labour readiness.

Scope: The Contractor will follow the defined procedures and use the web based Enable software to carry out all verification, mobilisation, demobilisation, visitor management and travel and accommodation management activities. All personal reporting to the site, including Visitors and Short-Term Workers must be mobilised/processed via Enable.

The procedures in this document and associated documents may be updated as required. Updates will generally be for the purpose of improving the efficiency of the procedures. Users will be advised of any such updates and will be required to follow any new procedures or forms.

Some of the procedures and associated forms and documents herein are included as a minimum standard that the Contractor must follow. Where the Contractor's existing human resource management practices cover at least the minimum requirements outlined in this procedure, the Contractor may continue to use their existing processes. Minimum standards and options will be appropriately identified in this document.

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2 IT Requirements

To access the Enable Website, users must have access to a computer with the following standard desktop software and services;

- A high-speed broadband internet connection (recommended but not essential).
- Internet Explorer 6 needs is the minimum browser type and level.
- Reports from Enable are issued in Adobe Portable Document format (PDF). The Acrobat Viewer for PDF format is distributed by Adobe at no cost and can be downloaded from the internet.

Users must meet the minimum user IT requirements prior to attending an Enable training session.

3 Access to Enable System

3.1 Enable Training and Access

Enable is managed and supported by Enable Support. Enable Support provides training on how to use Enable, access to Enable and ongoing help desk support for contractors.

All Contractor Human Resource personnel (and/or a nominated administrator), responsible for mobilising and demobilising personnel, must attend a formal training session before using Enable.

After a Contract has been awarded by The Company, Enable Support will contact each Contracting Company to arrange training. This session is 3 hours duration and is carried out by Enable Support.

Training participants must be experienced in general desktop PC usage including Internet Explorer web browser and email. No special database or other software experience is required.

Contracting Company's HR personnel, and/or nominated administrators will receive a username and password to Enable after training. Users credentials must remain confidential.

If the Contractor HR personnel and/or nominated administrator leave the employment of the Contractor then Enable Support must be notified immediately in order to remove system access for the user.

3.2 Terms of Use

Ongoing access to Enable by authorised contractor personnel is granted strictly in accordance with the Terms and Conditions as displayed on the Enable website.

3.3 Withdrawal of Enable Access

A Contract Company and / or user's access to Enable or specific facilities within Enable such as previous project data in their "My People" database may be discontinued at any time without notice (and at no cost to the Project) in the event of the following;

- Breaching the Enable Website Terms and Conditions of use.
- Non-compliance with Enable procedures.
- Expiry of a Contractor's contract.
- Termination of user's employment with a contractor.

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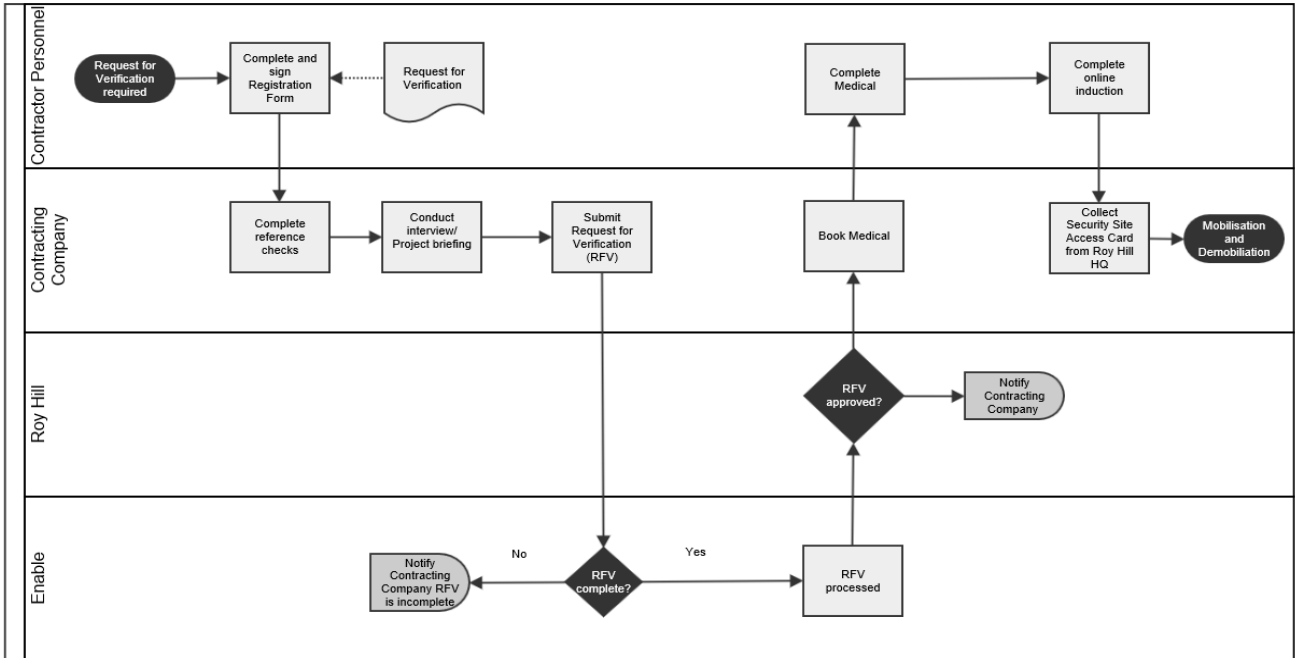
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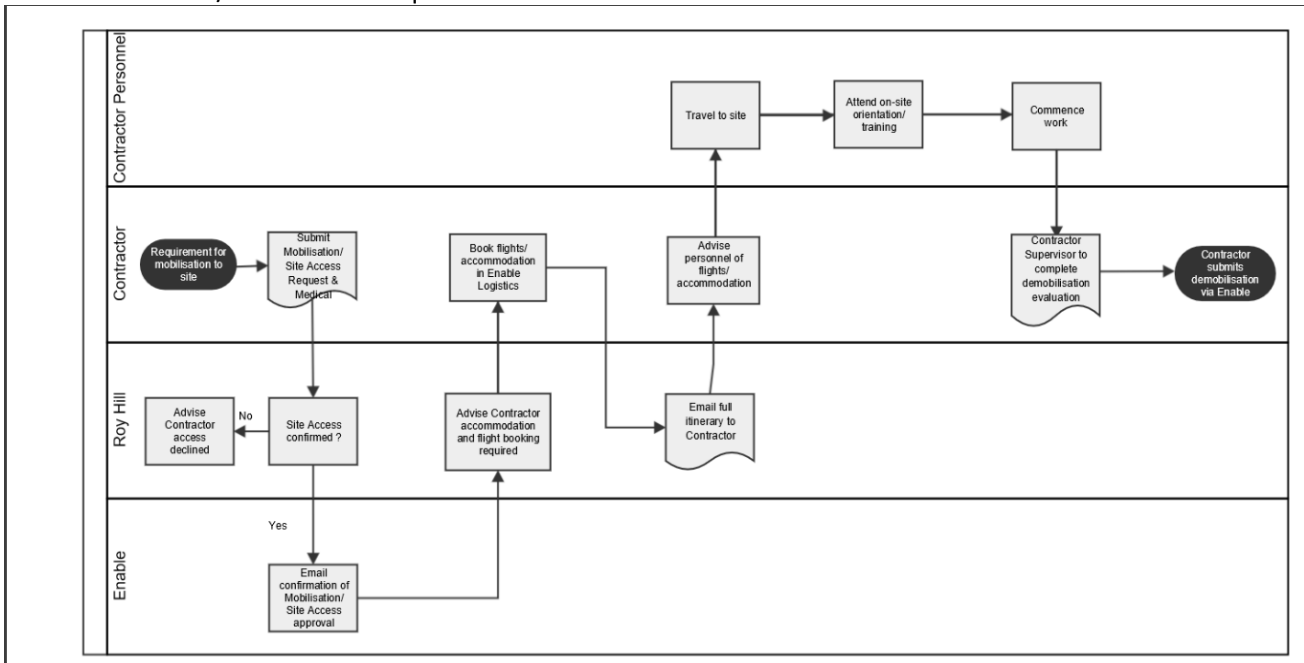
4 Overview

The following process flow is the basic outline of the fundamental steps in the verification and Mobilisation process required by these procedures:



Enable Process

Mobilisation / Site Access Request and Demobilisation



All personnel reporting to the site, including Visitors and Short-Term Workers must be mobilised/processed via Enable.

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5 Request for Verification / Online Registration Worker

5.1 Description

The Request for Verification (RFV) is an electronic form used to submit the information collected on the Registration Form to confirm the applicant meets the criteria for access to the worksite as a worker or short-term worker.

The Online Registration (OR) is an electronic form used to submit the information collected on the Registration Form for applicants requiring access to the worksite as a visitor. An RFV/OR that meets criteria can then be used to request mobilisation/site access in that position to any current or future contracts a Contracting Company has with Roy Hill.

A new RFV form must be completed if an applicant changes position classification, is up skilled, or changes their access request type of worker, short term worker or visitor.

5.1.1 RFV Forms Used

Request For Verification (RFV) – an online form available from the Contracting Company “My People” database used to process applicants requiring worker or short-term worker access to the worksite.

Online Registration (OR) – an online form available from the Contractors “My People” database used to process applicants requiring visitor access to the worksite.

5.1.2 Procedure

- After the Contracting Company, has completed their standard recruitment process required reference checks and is satisfied the applicant is competent to carry out their nominated position, the Contracting Company will submit the RFV online (for worker and short-term worker access).
- The contractor will submit the OR online for applicants requiring visitor access to the worksite.
- Information on the RFV is gathered from the information supplied by the applicant on the Registration Form and from the reference checks carried out by the Contractor.
- The Contractor must then check that the RFV/OR form meets Roy Hill criteria, ensuring the following information and guidelines have been included.

Mandatory Personal details

- The applicant’s usual home addresses must be approved – PO Box and “care of” addresses will not be accepted.
- A mobile telephone number and personal email address **which is unique to the individual, MUST** be provided for the applicant
- One emergency contact is mandatory.
- The applicant’s emergency contact address must be a residential address. PO Box, “care of” and business addresses will not be accepted.
- A mobile telephone number must be provided for the applicant’s emergency contact.
- Photograph identification is a mandatory requirement for all workers and short-term workers RFV’s.

Qualifications

- Australian or Australian recognised trade qualifications, licences and certificate details must be supplied and uploaded where relevant to the position.
- This requirement is not applicable for applicants requiring visitor access to the worksite.

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Apprentice/Age Restrictions

- All person working on site must be of 18 years or older.
- Recommended minimum age for an apprentice is 18 years (with sufficient work experience relevant to the position).
- The Contracting Company can submit a management plan to the Roy Hill Representative if the Contractor wishes to proceed and the applicant is outside of the above requirements.
- This requirement is not applicable for applicants requiring visitor access to the worksite.

General Rules

- Trade qualified Applicants applying for a role outside of their trade require a minimum of six months experience, unless that role is within their trade discipline;
- If an applicant does not meet any of the criteria outlined above please contact the Roy Hill Representative prior to submitting the RFV/OR to obtain approval to proceed.
- The Contracting Company must complete all of the mandatory fields on the RFV/OR form plus complete all other areas of the form where information is available.
- The Contracting Company or will then submit the RFV/OR form electronically.
- The RFV/OR will automatically check for errors and will not submit where any of the validation rules are not met (eg where mandatory fields are not completed or dates are incorrect).

5.2 Verification Processing – Worker Access

5.2.1 Procedure

- The RFV is checked by Enable Verification for accuracy, inclusion of required qualifications, licences, certificates and employment history and compliance with procedural requirements.
- If the RFV is found to not meet with the mandatory criteria, it will be returned to the Contracting Company as “Incomplete” via an email and the Contracting Company will be required to correct the RFV by addressing the comments provided in the email and resubmit.
- Enable Verification requires up to two hours (Monday to Friday, excluding public holidays) to verify each RFV. Whilst RFVs are generally processed sooner, this will not be relied upon by the Contracting Company.
- Where the RFV is determined to meet the mandatory criteria, it will appear on the “Recently Approved RFV” list on the contractor’s system dashboard. The RFV will also appear as “Meets Project Criteria” in their “My People” database.
- If project personnel achieve additional qualifications and Certificates of Competency, the Contractor must submit a new RFV before allowing the employee employment in the new position or classification.
- Where a RFV does not fully meet project criteria, the Contracting Company will be contacted by Roy Hill.

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6 Mandatory On-Line Roy Hill Operations Induction.

6.1 Induction – Worker Access

6.1.1 Description

The Roy Hill Operation Induction and Cultural Awareness Induction must be successfully completed by each individual as a prerequisite for entry onto Roy Hill worksite as a worker or short-term worker.

6.1.2 Procedure

- The Roy Hill Operations Induction and Cultural Awareness Induction are completed online. A link is emailed to the Applicant once the RFV meets project criteria. The link with associated login credentials will be emailed to the unique email address provided as part of the RFV process.
- The Roy Hill Operations Induction and Cultural Awareness Induction must be completed by all personnel. Any person who does not complete the induction or who does not pass the induction assessment will be deemed to have not satisfactorily completed their induction, and will not be able to mobilise to site through the system. A SATR will not be able to be submitted if online induction has not been completed.
- Security Site Access Cards will not be issued if online inductions have not been completed.

7 Medicals

7.1 Medical – Worker and Short-Term Worker Access

7.1.1 Description

Contracting Company personnel must successfully complete the pre-employment medical assessment, rail medical assessment (if required) and AOD screen.

7.1.2 Procedure

- The Contracting Company must ensure that the Applicant understands the pre-employment medical assessment and AOD screen is part of the process for the Roy Hill worksite and does not indicate an Offer of Employment
- A rail medical assessment must be successfully completed by any Applicant who would be working on or near rail. (Statutory requirement).
- If applicant is a new employee, the pre-employment medical assessment must be completed within 3 months prior to the initial mobilisation.
- If the applicant has been with CURRENT employer for more than 2 years continuous employment and in the same classification the current pre-employment that is in place on the employer's records will be acceptable.
- The rail medical assessment must be completed as per National Standard for Health Assessment of Rail Safety Workers prior to the initial mobilisation and must remain valid.
- An AOD screen must be completed and clear within the 28 days of initial mobilisation to site.

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8 Mobilisation and Site Access

8.1 Description

The mobilisation and site access request form provides all mobilisation requirements, including the management of mandatory Roy Hill Operation online inductions and pre-employment medical and DAS completion dates.

8.2 Forms Used

Mobilisation and Site Access Travel Request – an online form available via Steps to Mobilise.

8.3 Procedure

- The Contractor creates a mobilisation and site access request from Steps to Mobilise.
- The Contractor must complete all of the below mandatory fields on the Mobilisation Request form, depending on the type of access requested for the individuals:
 - First date on site
 - Forecast demobilisation date/last date on site
 - Site Responsible Person
 - Company details (for short term worker and visitor access only)
 - Site Contract (for short term worker and visitor access only)
 - Subcontractor management
 - Purpose of visit and planned activities (for short term worker and visitor access only)
 - Pre-employment medical completion details
 - Rail medical completion details, where required
 - AOD screen completed date
- mobilisation and First Day on Site Date for new Site Access Requests field will accept current day for submission.
- In the event that flights and accommodation are not required, a site access request must still be submitted for Roy Hill management approval.
- If the Contracting Company is requesting access to the worksite for a short-term worker, the maximum duration that can be requested is 13 days.
- If the Contracting Company is requesting access to the worksite for a visitor, the maximum duration that can be requested is 5 days.
- The mobilisation/site access request will not allow submission where any of the validation rules are not met. (e.g. Mandatory Roy Hill Online Inductions have not been completed).
- Upon submission and approval of the mobilisation/site access request, the contractor will receive notification email
 - Site Access auto approval (for a worker). Site Access for a visitor or short-term worker will be under a manual approval system, addressed by Roy Hill management
- Once SAR approval notifications emails have been received, the contractor books flights (if required) for their approved personnel using Enable Logistics. Enable Logistics is accessed via the “Travel Logistics” link in their “My People” database.

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- Contracting Company will only be able to book travel in Enable Logistics, when site access request has been approved. Once flights and/or accommodation is confirmed for the applicant, the contractor will receive an Itinerary via email.
- If the request is declined the Contractor will receive a notification email and the site access and travel request will be cancelled. The contractor will then be required to update SAR and resubmit for approval to allow flights and accommodation to be booked in Enable Logistics.

9 Subcontractors

9.1 Description

To engage any lower tier subcontractor, the Primary Contracting Company engaging the lower tier entity must submit RH016 New Subcontract Set Up to the Roy Hill Representative and Roy Hill Mobilisation for approval. This includes labour hire companies. The actual employing entity must be registered and identified in Enable.

9.2 Forms Used

Form RH016 – New Subcontract Setup - available via Enable>Documents & Reports>Document Library.

9.3 Procedure

- The Contracting Company must submit a Form RH016 form to the Roy Hill Representative and Roy Hill Mobilisation before engaging a subcontractor on the worksite – one subcontract company per form.
- The form must be completed and signed by all parties nominated on the form and submitted to the Roy Hill Representative for approval.
- If the application is approved, the project will register the subcontractor in Enable to enable use by the contractor on the RFV and mobilisation forms.
- The Contracting Company is responsible for all personnel they engage for the worksite, including those of their approved subcontractor and as such must follow the Enable Procedures for all approved subcontractors.
- The Contracting Company is also responsible for any personnel of a subcontractor’s subcontractor company.
- The Contracting Company must ensure that each subcontractor employee is identified on the RFV, mobilisation and site access request forms using the “drop-down” box provided and must not be recorded as a direct employee of the primary contractor.
- Roy Hill reserves the right to request information relating to the subcontractor agreements to mitigate any IR risk on the project.

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10 Demobilisation

10.1 Description

The Contracting Company will ensure prompt demobilisation is carried out for accurate reporting. The online Demobilisation Evaluation is used by the contractor to notify the project when an individual ceases employment with the contractor, to evaluate that person's performance and cease access to the site. This form must be completed within 7 days of the individual leaving site.

10.2 Forms Used

Form RH028 – Demobilisation Evaluation - available via Enable>Documents & Reports>Document Library
Demobilisation Notification – an online form available via Steps to Mobilise.

10.3 Procedure

- The Contracting Company nominated personnel must then enter this information into Enable
- Demobilisation Evaluation form within 7 days of the person leaving the project.
- The Contracting Company can search the list of all of their mobilised employees and then click on
- an individual's record to open the online Demobilisation Evaluation form.
- The Contracting Company must complete all of the mandatory fields on the Demobilisation
- Evaluation form.
- Failure to demobilise personnel in Enable within 7 days of their demobilisation date may result in
- Contractor's access to Enable being denied (other than the Demobilisation function).

11 Abbreviations

Abbreviation	Definition
SATR	Ref 10.1.3 Site Access Travel Request.

Table 1 – Abbreviations

12 Definitions

Term	Definition
AOD	Alcohol and other Drugs.
Applicant	A person seeking access to the Project or proposed by the Contractor to be employed on the Project.
Asset Manager	Roy Hill.
Bright	"Bright People Technologies". The developer and owner of My People, Enable and other resource management solutions.
Contracting Company / Labour Supplier	Engaged by Roy Hill to carry out work on the project.
Subcontractor	Party that have been given express approval by Roy Hill to contract to
Enable Validate	An online work force logistics management and project controls system.
Enable Logistics	An online travel management system.
Enable Support	Enable Support is the support desk operated by Bright People Technologies to provide support to Contracting Companies to the project.

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Enable Verification	Persons appointed by Bright People Technologies to carry out verification of an applicant.
My People	The “My People Database” is an online database and recruitment tool provided to assist the contractor organisations to manage their recruitment activities in accordance with the minimum project requirements. “My People” is an integrated system component of Enable and enables contractors to electronically submit required forms for verification and mobilisation.
Project	Roy Hill Operations.
RFV	“Request for Verification”. The electronic form used by contractors to submit details of persons proposed for employment on the project and request verification.
OR	“Online Registration”. The electronic form used by contractors to submit
Registration Form	The form completed by persons expressing an interest in work on the project or by persons proposed by the contractor to be employed on the project.
Worksite	Roy Hill.

Table 2 – Definitions

13 Review

Reviews are to examine the appropriateness of the manual, taking into consideration corporate, system and compliance requirements and legislative changes since the last review was undertaken.

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