PROCEDURE

Recruitment, Selection & Inductions Procedure

The current controlled version of this procedure is located on RSG Network IMS Folder. All other printed copies of this procedure are to be considered uncontrolled and should be validated against the current controlled version on the RSG Network IMS Folder before use.

Document Review Record				
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1	Redevelop to suit current process	A Forrest	L Strappazon	09.07.2018
2	Review	M Vorpagel	D McNeil	23.09.2019
Electronic approval by: **Name:** David McNeil **Position:** Operations Manager **Date:** 23.09.2019				

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1 PURPOSE

The procedure aims to improve The Company's overall human resource capabilities, HR structures and to ensure that all new employees feel welcomed to the Company and are provided with the support and information that will assist them to effectively and safely perform their job.

The recruitment, selection and induction process has been designed to ensure;

- Compliance with relevant employment legislation
- An orderly, efficient and consistent recruitment and selection process
- Corporate and site inductions are facilitated in a timely manner
- Managers have the relevant recruitment and selection tools
- A fair and transparent process

2 SCOPE

This procedure has been developed to target specific technical and behavioural competencies that are aligned to the company's values, business and project plans, objectives and goals.

The procedure identifies steps required when conducting the Recruitment, Selection and Induction process and is relevant to all categories of employment;

- Permanent, temporary and fixed-term employees;
- Full time and part time employees;
- Casual employees;
- Independent Contractors.

The procedure links to the following business and HR Management Systems;

Business and Project Plans

- The annual Business Plan and Project Plans will determine the technical and behavioural competencies required immediately and for long term planning.
- HR department incorporates these technical and behavioural competencies into the recruitment and selection process.

Organisation Structure and Job Design

- Developing the organisation structure and related position descriptions for the business and projects determine the required technical and behavioural competencies to be targeted through Recruitment and Selection.
- HR department incorporates the sought after technical and behavioural competencies into the recruitment and selection process

Remuneration and Reward

- The salary level for the technical and behavioural competencies and experience being recruited is determined by the salary classification structure

HR department monitors the alignment between recruited positions and the salary classification structure to ensure the salaries are able to attract competent candidates.

3 RESPONSIBILITIES

All personnel involved in recruitment and selection are required to comply with this procedure.

3.1 RSG Generic Site Induction

- Human Resources Department- responsible for overseeing, establishing and maintaining the Company Induction.

3.2 Corporate Induction

- Human Resources Department - responsible for coordinating the delivery of the Corporate Induction.

3.3 Booking Site Specific Induction

- Human Resources Department - responsible for booking and coordinating site specific inductions via site contractor management portals and/or as per client requirements.

3.4 Project Specific Induction

- Project Engineer/Supervisor/HSEQ Department - responsible for developing and delivering the project specific induction.

3.5 Work Packs (i.e. Daily Induction)

- Project Manager/HSEQ Department – responsible for coordinating the content and delivery of the Work Packs to project personnel.

Non-compliance may contribute to the selection of employees that do not have the technical or behavioural competencies to perform in their roles resulting in poor service delivery to clients.

4 DEFINITIONS

Below is a list of employment definitions relevant to this procedure and reflect different terms and conditions to be included in an employment contract (i.e. employee letter of offer).

Employment Type	Definition
Permanent Full-time	• Works regular full-time hours with no specified termination date • Receives annual and sick leave
Permanent Part-time	• Works regular part-time hours with no specified termination date • Receives annual and sick leave
Temporary or Fixed-term	• Works full-time or part-time hours with a specific end date or an end date at the completion of a project • Receives annual and sick leave
Casual	• Hours may fluctuate daily with the needs of the business or project. • Pay for work is based on actual hours performed • Does not receive annual or sick leave

Independent Contractor	• Submits an invoice to The Company that accounts for the services/hours performed in order to receive payment • Sole Trader - Required to provide ABN and Public Liability insurance to $20 Million • Company/Pty Ltd - Required to provide ABN and Public Liability insurance to $20 Million • Company obligated to provide own WorkCover insurance
Site Induction	The Site Induction provides the employee the opportunity to develop an understanding of the site they will be visiting or working. Site Inductions are focused on safety and becoming familiar with the new environment and generally include: • Site policies i.e. Zero tolerance to alcohol and illegal drugs • Site procedures i.e. Incident Reporting • Mandatory Personal Protective Equipment • Site map, site tour, restricted areas • Hazards and risks unique to the site
Project Specific Induction	The Job-Specific Induction provides the employee the opportunity to understand the specific requirements of their job. Job-specific inductions focus on the safety, technical and behavioural competencies and generally include: • Safety Competencies • Hazards and risks • Safe operating procedures and practices i.e. PPE, JSAs etc. • Technical Competencies • Key performance Indicators e.g. Work rate • Quality standards • Behavioural Competencies • Leadership • Teamwork • Demonstrating Company Values
Work Pack System	The Work Pack System are daily work instructions designed to respond to the frequently changing requirements and complexities of the project environment. Work Packs are delivered during the daily 'Pre-Start' to workers and include the following: • Scope of work (i.e. instructions, drawings, specifications) • Risk Analysis (i.e. JSAs, PPE, risk mitigation requirements • Schedule (i.e. start, finish, directions) • Budget (i.e. Time/hours allowed, codes, time sheets - sign on/off • Material / Equipment / Tools (i.e. what, where, when) • Permits • Commissioning Handover Pack

5 PROCEDURE

5.1 Step 1: Advertising a Vacancy

All vacancies are to be approved by the Managing Director or Operations Manger prior to advertising. The approved advertising platform is www.seek.com.au.

After posting a vacancy to seek.com, the vacancy shall also be listed within the careers section of the Reay Group web. – Refer to the HSEQ Officer for log on details.

Only approved personnel may post job vacancies.

The Job Vacancy shall include:

- The Position
- Job Location/Project
- Full Time/Casual status
- Contract term/duration
- Competencies required
- Attributes required
- Advantageous competencies

5.2 Step 2: Receipt of Application

All applications are to be recorded within HR-REG-002 – Recruitment and Selection Tracker and saved under P:\1. RSG (Reay Services Group)\7. Human Resources\7.6. Recruitment & Selection\Resumes

Applications shall remain on file for 12 months.

Upon receipt of an application the following acknowledgement shall be sent to the candidate:

Dear _____

Thank you for applying for the _____ role at Reay Group Pipe & Civil,

At RSG we support and encourage everyone to think differently, get involved and create solutions that deliver outstanding results every day.

Our commitment is to be a positive reflection in the communities in which we operate. We recognise that diverse and inclusive teams perform at a very high standard, creates an enjoyable and engaging team environment that delivers exceptional results.

Your application will be reviewed and we will be in contact with you to discuss further if you are shortlisted.

If you have any queries regarding your application please contact the RSG recruitment team at hr@reaygroup.com.au

The receipt of application can be sourced from: P:\1. RSG (Reay Services Group)\7. Human Resources\7.8. Forms & Templates\HR Templates.

5.3 Step 3: Selection

The successful candidate shall hold the required competencies, skills and attributes required in order to fulfil the role.

At Minimum, **Mine Site** employees shall hold the following competencies:

- Current Standard 11 – Valid for 5 years from issue date
- Current Coal Board Medical – Valid for 5 years from issue date
- RII – Operating tickets applicable to the role

At minimum, **Civil Project** employees shall hold the following competencies:

- Construction Induction (White card)
- Operating tickets applicable to the role

Please note: Required competencies vary depending on the role, site and client requirements. These requirements shall be discussed prior to advertising and engaging candidates.

5.4 Step 4: On boarding Forms (Employment Pack)

Prior to commencing employment, the HR Officer shall issue an employment pack in conjunction with HR-FRM-017 – Recruitment Checklist which includes:

- Employment Contract
- Position Description
- RSG Information and Induction Handbook (Office and/or Site)
- Project Induction (Civil Employees)
- Declaration of company issued items (Office Employees/Supervisors)
- Tax File Declaration Form
- Superannuation Choice Form
- Uniform Request from
- Employee Details Form

Prior to commencing or on the first day of employment the new employee shall **return** signed copies of:

- The Employment Contract
- Position description
- RSG Generic Induction questionnaire and declaration of compliance
- Tax File Declaration
- Superannuation Choice form
- Employee details form
- Uniform request
- Project Induction Questionnaire (Civil Employees)
- Declaration of company issued items

Prior to commencing or on the first day of employment the new employee shall **provide** copies of:

- Current Drivers licence/proof of identity
- Competencies/Certificates
- Coal Board Medical (mine site employees)
- Any other documents as requested and applicable to the role

HR-FRM-017 – Recruitment checklist shall be followed for completion of administration functions. I.e. – Creating an electronic file, allocation of an employee number, inclusion of details into HR registers, etc.

5.5 Step 5: Inductions

The Company induction includes relevant information for the employee to be safe, effective and efficient in their job. The Company Induction covers Corporate, Site and Job-Specific Induction and daily work instructions (i.e. Work Packs). These inductions specific to RSG, do not have an expiry date. Unless there are identified changes in induction practices. In this instance a toolbox talk will address the gaps and any required updates.

The Company inductions are vital component of the Company's strategy to actively engage and motivate the workforce and to enable a culture of 'High Performance'.

Induction Types:

TR-DOC-005 – Employee Information and Induction Handbook

This induction shall be issued to all RSG employees. The back page must be signed as a confirmation that they have read and understand the terms of the Employee Handbook.

Project Specific Induction and Work Packs:

This induction shall be issued to all project specific employees and where corporate office employees attend project specific sites.

Work Packs shall be developed prior to project commencement and issued to new employees at the time of induction. Work Packs may consist of the following documents:

- SLAM
- JSA
- SWMS
- Daily Timesheets/ Job Cards
- Any other project required forms

The induction date shall be recorded in TR-REG-003 – Training Matrix and/or the project specific Training Matrix.

6 VISA WORKERS

In addition to Steps, 1 to 5 – when engaging an employee whom hold a working visa the following process shall be undertaken:

1: Conduct an Online Visa Entitlement Verification (VEVO) to ensure the visa holder is eligible for working in Australia and the class of works is listed under the visa class approved job classifications.
https://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo

2: The engagement is to be discussed and approved by the Board of Management.

For more information regarding Non-Australian Workers – refer to HR-PRO-011 – Non-Australian Workers.

7 REFERENCE DOCUMENTS

HR-FRM-013 Employee Details Form
HR-FRM-012 Reference Check Form
TR-DOC-005 Employee and Induction Information Handbook
HR-FRM-011 Uniform Request
HR-REG-002 Recruitment and Selection
HR-FRM-017 Recruitment Checklist
TR-REG-003 Training Matrix
HR-PRO-011 Non-Australian Workers
Position Descriptions