HUNTER VALLEY
OPERATIONS

MOBILISATION AND AUTHORISATION PROCEDURE

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1 | PURPOSE

The purpose of this procedure is to:

a. Define the induction requirements for employees, contractors, delivery drivers and traffic control personnel at Hunter Valley Operations (HVO); and

b. Establish the process for obtaining the required training, appointments and authorisations to perform work at HVO.

2 | SCOPE

This procedure applies to Employees, Contractors, Visitors, Delivery Drivers and Traffic Controllers required to login to site at HVO.

3 | INDUCTION TYPES

3.1 | GCAA GENERIC INDUCTION

Induction Parameters	
Target Audience	All employees and contractors working at HVO
Induction Validity Period	- 12 months (Contractors) - Nil expiry (Employees)
Delivery Method	- Regionally facilitated by Glencore Training Centre (Employees and Contractors - Initial skill) - Refreshed via eLearning annually (contractors)
Skill Code	AAA_INDUCTION_CAAG GENERIC
Prerequisites	Nil
Post-induction requirements	HVO Induction
Contacts	Registration for attendance is completed at https://induction.coal.au.glencore.net/ Questions or issues relating to this induction are to be addressed directly to the administrator by emailing coal.inductions@glencore.com.au or calling 02 6350 6900

3.2 | HVO INDUCTION

Induction Parameters	
Target Audience	All employees and contractors working at HVO
Induction Validity Period	- 3 Years (Contractors) - Nil expiry (Employees)
Delivery Method	- eLearning
Skill Code	HVOOC_INDUCTION_SITE FAMILIARISATION
Prerequisites	GCAA Generic Induction
Post-induction requirements	Hunter Valley Operations Site Walk Around
Contacts	Questions or issues relating to this induction are to be addressed directly to the administrator by emailing inductions@hvo.com.au

3.3 | SITE WALK AROUND

Induction Parameters	
Target Audience	All employees and contractors working at HVO
Induction Validity Period	- Nil expiry
Delivery Method	- Face to Face
Skill Code	HVOOC_INDUCTION_WALK AROUND
Prerequisites	HVO Induction
Post-induction requirements	- Employees – Training Needs Analysis (TNA) Job Title Requirements - Contractors – Contractor Skills Matrix Job Title Requirements
Contacts	Questions or issues relating to this induction are to be addressed directly to the primary site contact.

3.4 | SHORT-TERM HVO INDUCTION

Induction Parameters	
Target Audience	The short-term induction process shall be limited to the following circumstances: • Emergency / Specialised task e.g. breakdown response for Tier 1 equipment. • Short term project e.g. non mining construction task of less than 5 days.
Proposed Work Scope	The proposed work must comply with the following requirements: • **Business Requirements** – There is a specific business requirement for the person to conduct work with a clearly defined scope of work; • **Approval** – Use of specialised contractors is by Department Manager approval only • **Risk Management** – The HVO Work Authorisation and JSA must be completed and used • **Supervision** – Direct supervision by a HVO fully inducted employee or contractor. Supervisory arrangements for short term project should be detailed in the work authorisation and supporting JSA. • **Authorisation to conduct work** – All relevant evidence as per the HVO Contractor Skills Matrix must be submitted for site review and approval prior to attendance to site.
Induction Validity Period	- Max 5 consecutive days total **and** - Must only be completed once within a 12-month period.
Delivery Method	- Face to Face
Skill Code	NA
Prerequisites	• Completed & Approved Short Term Induction Form • Proof of Identity • Letter of Competency • Short-term contractors must satisfy the applicable medical requirements outlined in HVOOC-1797567310-1040 Medical Examination Procedure. • Eligibility for the short-term contractor medical assessment process will be determined by the HVO Health Team. Where approved under this process, contractors must submit a completed HVO Site Health Questionnaire and evidence of a third-party Drug and Alcohol test completed within seven days of attending site. Coal Mine Workers must satisfy the applicable Order 45 health assessment requirements.

	• Relevant qualifications for the role as per the Contractor Skills Matrix
Post-induction requirements	- HVO Induction - Site Walkaround - Role related training as per the HVO Contractor Skills Matrix
Contacts	Questions or issues relating to this induction are to be addressed directly to the primary site contact
Work Limitations	Contractors using this process: • Sign in at an Ideagen terminal as a visitor before each shift, select their HVO host and sign out at the end of each shift • Not permitted to operate a light vehicle unescorted in designated Module 1, 2 or 3 areas as described in the Surface Transport Principal Hazard Management Plan; • Only conduct work which is approved within the short-term contractor authorisation; and • Must remain within the safe work designated area as identified by their HVO task coordinator and approved by the department manager.

3.5 | VISITOR INDUCTION

Induction Parameters	
Target Audience	- People visiting HVO who are not performing work - Delivery Drivers
Induction Validity Period	- 3 Months
Delivery Method	- Via Damstra Terminal NOTE - A HVO representative supervising the visitor is responsible for ensuring the visitor has completed their induction prior to accessing site.
Skill Code	NA
Prerequisites	Approval to attend site from a HVO Representative.
Post-induction requirements	Nil
Contacts	Questions or issues relating to this induction are to be addressed directly to the primary site contact.
Work Limitations	• All visitors must remain under the direct supervision of their HVO representative while on site • Visitors will not conduct any physical work while at HVO however can provide advice and instructions to individuals who have been authorised.

3.6 | TRAFFIC CONTROLLER INDUCTION

Induction Parameters	
Target Audience	Traffic controllers assisting with scheduled blasting operations
Induction Validity Period	- 3 Months
Delivery Method	- Via Damstra Terminal 1, adjacent to MR4.
Skill Code	NA
Prerequisites	Approval to attend site by a HVO Technical Service or Blast Team representative
Post-induction requirements	- Role related training as per the HVO Contractor Skills Matrix
Contacts	Questions or issues relating to this induction are to be addressed directly to the primary site contact.

4 | EMPLOYEE MOBILISATION PROCESS

As part of the onboarding process, employees are mobilised through the following steps;

- Notification received from HR department with new employee details and position
- Glencore Generic Induction (GGI) booked
- Job titles allocated in accordance with the site Training Needs Analysis (TNA)
- Any face-to-face training is scheduled via the departmental Training Coordinator / Officer.

5 | CONTRACTOR MOBILISATION PROCESS – FULL INDUCTION

The HVO Contractor Master List represents the companies that have been authorised by the HVO Financial Controller and Commercial Manager to conduct work activities at or on behalf of HVO.

5.1 | MOBILISATION PLATFORM

The Ideagen Workforce Management System is used to manage worker onboarding and training, facilitate workforce mobilisation, issue job titles, and authorise equipment competencies.

5.1.1 | REGISTRATION

All relevant documents must be submitted through Ideagen system. Contractors are required to register with Ideagen via www.damstratechnology.com

Documents relating to registering for site induction and other self-help guides are accessible via the Hunter Valley Operations (HVO) microsite onboarding document portal. Alternatively technical support can be contacted via email hvoinductions@hvo.com.au

Note

Contracting companies must allow a minimum of three business days for completed individual Ideagen mobilisation applications to be processed.

5.1.2 | MOBILISATION COMMENCEMENT

To commence the induction process, the contracting company or contractor must log in to Ideagen and access Workforce Management to create a worker profile. The appropriate job title must then be selected along with the HVO Contractor Job Title and any other skilling job titles required. The selected job titles must align with the requirements specified in the Induction Approval and Mobilisation Form and the tasks and competencies identified in the Letter of Competency

5.1.3 | INDUCTION APPROVAL AND MOBILISATION FORM

A HVO Induction Approval and Mobilisation Form must be completed by the contracting company and be approved by the contracting company's HVO Principal Representative prior to beginning the mobilisation process within Ideagen.

The HVO Induction Approval and Mobilisation Form is directly linked to the selection criteria in Ideagen. This form is mandatory and must be uploaded to the Mobilisation portal; applications will not be processed until this requirement is met.

5.1.4 | CONTRACTOR COAL MINES INSURANCE (CMI) HISTORY CHECK

A Contractor Coal Mines Insurance (CMI) History Check form is to be completed by the employer for the worker and emailed to CMI employerservices@coalservices.com.au for processing.

The employer shall;

- Allow up to 3 business days for Coal Mines Insurance (CMI) to process the request,
- Once received from Coal Mines Insurance (CMI), upload the report into the workers Ideagen profile within their HVO Contractor mobilisation.

5.1.5 | LETTER OF COMPETENCY

A Letter of Competency (LOC) provides important details for the assessment of suitability for the worker to conduct specialised work or the operation of tools, plant or equipment. The LOC must outline the tasks to be undertaken by the worker at HVO, along with all current associated qualifications or licencing held by the worker.

The LOC is required to be uploaded into Ideagen into the workers Hunter Valley Operations "HVO Contractor" mobilisation job title.

A Letter of Competency Template is available through the Hunter Valley Operations (HVO) microsite onboarding document portal

5.1.6 | HEALTH ASSESSMENT DOCUMENTATION

All health assessments are conducted in accordance with HVOOC-1797567310-1040 MEDICAL EXAMINATION

5.1.6.1 | COAL MINE WORKER – HEALTH ASSESSMENT

Personnel deemed Coal Mine Workers under Order 45 are required to provide a current Coal Services Order 45 Health Assessment Certificate.

The health assessment must be current and assessed against a risk category that is the same or higher than the risk category for the proposed position, as outlined in the Medical Examination Procedure. Health assessments are required every three years or as determined by an Order 45 accredited medical practitioner.

Where a Health Assessment Certificate identifies an amber status with restrictions or a requirement for ongoing monitoring, a Health Management Plan must be submitted in accordance with Section 7.2 of the Medical Examination Procedure.

Where a Health Assessment Review is required, it is the responsibility of the worker to provide the required medical information to Coal Services Health or attend the relevant appointment prior to the nominated review date.

Should the Health Assessment Review not be completed by the due date, the Health Assessment Certificate will expire and the worker will not be granted access to site until the requirements of the review have been met.

Workers issued a red status on their Health Assessment Certificate will not be granted access to site until the requirements of the assessing doctor have been met.

5.1.6.2 | NON-COAL MINE WORKER

Personnel who are deemed Non-Coal Mine Workers are required to submit a medical assessment that assesses their fitness to work against the requirements of their proposed role.

Companies may choose to submit their own medical assessment or use the HVO Medical Assessment Form.

Medical assessments must be completed within three years of the induction approval application and meet the requirements outlined in Section 5.1.1 of the Medical Examination Procedure.

5.1.6.3 | CHEST IMAGING

Coal Mine Workers are required to undergo chest imaging as part of their Order 45 Health Assessment, in accordance with the requirements of Order 45. Chest imaging must be completed at the intervals prescribed under Order 45 (3 yearly), or as determined by an Order 45 accredited medical practitioner.

Non-Coal Mine Workers are not required to undertake chest imaging under Order 45 unless otherwise required as part of their medical assessment.

5.1.6.4 | HEALTH MANAGEMENT PLAN

Any amber health assessments where there is a restriction or requirement for ongoing monitoring, a Health Management Plan must be submitted along with all other required documentation through the site induction process. Companies may choose to submit their own Health Management Plan or use the HVO template. Plans should be completed in line with GCAA Management of Health Conditions.

The Health Management Plan must be signed by the worker, employer, HVO Principal Representative and immediate HVO Supervisor. Approval to site will not be made until all parties have signed the Health Management Plan.

Should suitable duties be required which are within medical restrictions, these will be subject to the approval of the Department Manager and Health Safety & Training Manager. Where the Health Management Plan is related to a non-work-related condition, approval of the General Manager is required.

Review periods for Health Management Plans may vary based on medical conditions and will be reviewed on a case-by-case basis.

6 | CONTRACTOR MOBILISATION PROCESS – SHORT TERM INDUCTION

Step	Person Responsible	Requirements
1	HVO Principal Representative	• Determines Short Term Induction is required
2	HVO Principal Representative	• Provides *Short Term Induction Approval Form* to Contracting Company for completion.
3	Contractor or Contract Company	• Reviews Scope of Works • Completes Short Term Induction Approval Form • Reviews Job Titles & Skills according to the Contractor Job Title and Skills Matrix and the required • Send Short Term Induction Approval Form and relevant documentation to the HVO Principal Representative
4	HVO Principal Representative	• Confirms with HST that worker has not completed short term induction in previous 12-month period • Reviews and submits the Short-Term Induction Approval Form and all related documentation to the Department Manager for approval.
5	Department Manager	• Evaluates Short Term Induction Approval Form and related documentation, for either approval or rejection & returns to HVO Principal Representative to forward to *hvoinductions@hvo.com.au*.
	HVO Training Team	• Assign HVO Site Familiarisation • Assign eLearning in the Talent server relevant for the Job Title
6	HVO Principal Representative	• Validates Short Term Induction to ensure skills align with requirements and the *Contractor Job Title & Skills Matrix*. • When validated Short Term Induction Link to be sent to individual for completion: HVO Talent eLearning Link • Relevant documentation and applicable certificates as per the contractor skills matrix forwarded to HVOInductions@hvo.com.au
7	HST Department	• Short Term Induction Approval Form and related documentation to be retained in O:\Health and Safety\Training\Records\Short Term Induction Records
8	Contractor or Contract Company	• eLearning to be completed by the Contractor • Evidence of completion to be provided to the HVO Principal Representative in the form of a Certificate (HVOOC_INDUCTION_SITE FAMILIARISATION). • Printing of Certification or photo evidence is acceptable.
9	HVO Representative	• The Hunter Valley Operations Site Walk Around Form is to be completed by the HVO Representative and returned to HVOInductions@hvo.com.au prior to the worker commencing work.

10	HVO Training Team	• Verifies eLearning has been completed by sighting the Certifications • Capture certificates with other documentation within O:\Health and Safety\Training\Records\Short Term Induction Records • Worker is deemed authorised to conduct work

7 | BASIS FOR APPOINTMENT OR AUTHORISATION

7.1 | TRAINING NEEDS ANALYSIS

Site appointments and authorisations are granted based on the HVO Training Needs Analysis (TNA). All pre-induction evidence and learning requirements must be completed within the specified time periods outlined in the TNA to maintain any appointments or authorisations.



Note

"Job Title" refers to both your position on the organisational chart and any equipment-specific roles.

7.2 | CONTRACTOR SKILLS MATRIX

Site appointments and authorisations are granted based on the HVO Contractor Skills matrix. All pre-induction evidence and learning requirements must be completed before you can be appointed or authorised for your role.



Note

For contractors, "Job Title" refers to both your contracted position and the specific equipment you have been nominated to operate at HVO.

8 | AUTHORISATIONS

8.1 | LIGHT VEHICLE AUTHORISATION PROCESS

8.1.1 | LIGHT VEHICLE APPLICATION

The light vehicle application process is outlined below;

Course	Employees & FTEs	Itinerant Contractor
Module 1&2 – New Skill	LIGHT VEHICLE APPLICATION FORM MODULE 2 Once completed processed via department Training Coordinator / Officer	LIGHT VEHICLE APPLICATION FORM MODULE 2 Once completed emailed to Email – HVOTraining@hvo.com.au
Module 3 – New Skill	LIGHT VEHICLE APPLICATION FORM MODULE 3 Once completed processed via department Training Coordinator / Officer	LIGHT VEHICLE APPLICATION FORM MODULE 3 Once completed emailed to Email – HVOTraining@hvo.com.au
Module 1&2 – Refresher	Not required	Not required
Module 3 – Refresher	Not required	Not required

8.1.2 | ACCEPTED RPL

Evidence of recognised prior learning can be applied as follows;

Course	Employees & FTEs	Itinerant Contractor
Module 1&2 – New Skill	Not Required	Not Required
Module 3 – New Skill	Accepted Evidence ONLY Previous Module 3 Authorisation on a GCAA site. Verifiable via a training transcript. NO light vehicle logbook required will be required for participants with RPL evidence which has been accepted by the training department	Accepted Evidence ONLY Previous Module 3 Authorisation on a GCAA site. Verifiable via a training transcript. NO light vehicle logbook required will be required for participants with RPL evidence which has been accepted by the training department

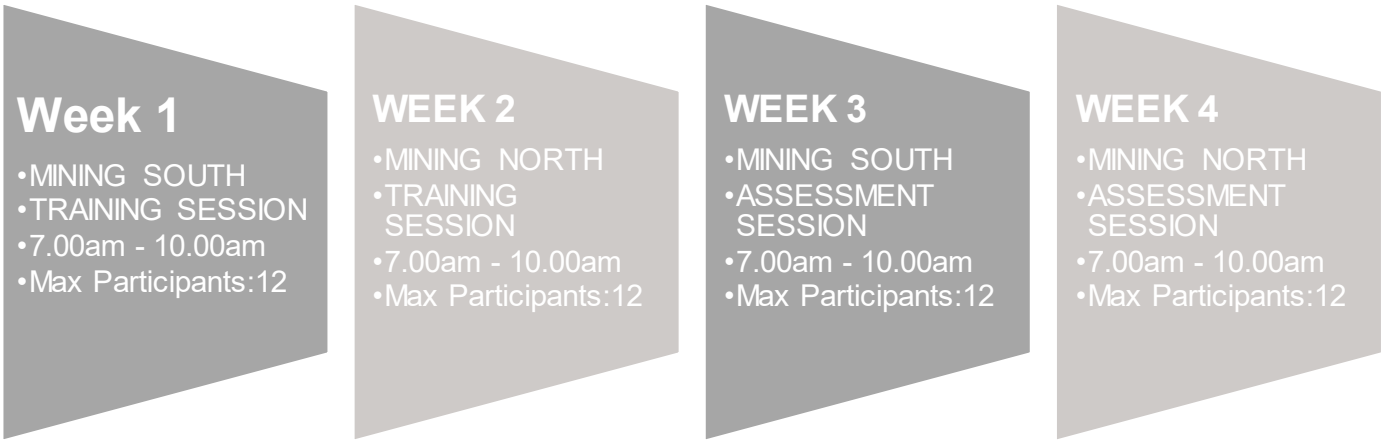
8.1.3 | BOOKINGS

Light vehicle bookings at HVO are conducted as follows

Course	Employees & FTEs	Itinerant Contractor
Module 1&2 – New Skill	Booking made via process area Training Coordinator / Training Officer	Booking made via HVO Training Scheduler Email Notifications of the booking sent to Participant & Supervisor
Module 3 – New Skill	Booking made via process area Training Coordinator / Training Officer	Booking made via HVO Training Scheduler Email Notifications of the booking sent to Participant & Supervisor
Module 1&2 – Refresher	Booking made via process area Training Coordinator / Training Officer	Booking made via HVO Training Scheduler Email Notifications of the booking sent to Participant & Supervisor
Module 3 – Refresher	Booking made via process area Training Coordinator / Training Officer	Booking made via HVO Training Scheduler Email Notifications of the booking sent to Participant & Supervisor

8.1.3.1 | MODULE 3 FIXED SESSION DETAILS

There are weekly fixed training and assessment sessions available at HVO. These run on a four weekly rotation as illustrated below;



8.1.3.2 | DIRECT MODULE 3 BOOKINGS WITH TRAINING DEPARTMENT REPRESENTATIVE

Light vehicle module 3 training will be available on request for employees & FTEs via the training department and will be approved by the Training Superintendent or Training Coordinator based on the available resourcing.

Prior to booking an assessment with a training department representative, candidates must;

- Submit a completed LV Application Form,
- Present a valid driver's licence,

The training department representative must;

- Verify the successful completion of all mandatory prerequisite learning

8.1.4 | MODULE 3 DOCUMENTATION

When preparing to complete a final Module 3 assessment, the Trainer and Assessor is required to;

- Print all required assessment material

When completing the initial Module 3 drive, the Trainer and Assessor is required to;

- Scan all completed documentation to the Assessment Inbox.
- Rename the documents correctly.
- Save a copy into the LV folder on the O:\Health and Safety\Training\Records\
- File the original paperwork in the filing cabinet for their area.

Post the final Module 3 assessment, the Trainer and Assessor is required to;

- have the paperwork signed by an approved delegate within the 24-hour window.
- Scan the completed paperwork and logbook to Assessments@hvo.com.au
- Upload the scanned assessment documentation to Ideagen.
- Move any additional documents out of the main LV folder and into the person's individual folder on the O:\Health and Safety\Training\Records\



Note

Trainer and Assessors must maintain documentation for their specific process areas including all training / assessment session material.

9 | DEFINITIONS

NAME/TITLE	DESCRIPTION
Site Appointment	An Appointment (referred to as a Nomination for statutory functions) is a formal, written assignment designating a qualified individual to hold a specific structural or regulatory role required by WHS l
Site Authorisation	An Authorisation is an internal, formal sign-off confirming that a worker has met all competence requirements, permitting them to execute a specific practical task, enter a designated area, or operate a particular piece of equipment.
Training and Competency Management Scheme (TCMS)	Defined guideline for all training processes at HVO.
Training Needs Analysis (TNA)	The document used to define for all employees at HVO the qualifications, training requirements, appointments and authorisations based on the role description.
Contractor Skills Matrix	The document used to define for all contractors at HVO the qualifications, training requirements, appointments and authorisations based on the role description.
Recognition of Prior Learning (RPL)	A process that evaluates a worker's existing skills, knowledge, and experience against the specific competency requirements for HVO.

10 | DOCUMENT INFORMATION

Relevant legislation, standards and other reference information must be regularly reviewed and monitored for updates and should be included in the site management system. Related documents and reference information in this section provides the linkage and source to develop and maintain site compliance information.

10.1 | RELATED DOCUMENTS

Related documents, listed in Table below, are documents directly related to or referenced from within this document.

NUMBER	TITLE
GCAA-625378177-9990	Standard 4.0 Training
HVOOC-1797567310-4442	Training Competency Management System
HVOOC-1797567310-1040	Medical Examination

10.2 | REFERENCE INFORMATION

Reference information, listed in Table below, is information that is directly referred to for the development of this document

REFERENCE	TITLE
HVOOC-1797567310-4442	Training And Competency Management System
HVOOC-1797567310-2819	Maintenance of Competence Scheme for Practicing Certificate Guidelines
	Ordger 34 Guideline 2024
	Maintenance of Competence for Practising Certificates Work Health and Safety (Mines and Petroleum Sites) Regulation 2022
GCAA-625378177-19927	GCAA Course Register 2025
HVOOC-1797567310-2088	Safety and Health Management System Plan

10.3 | CHANGE INFORMATION

Full details of the document history are recorded in the document control register, by version. A summary of the current change is provided in table below. Example detail shown below.

VERSION	DATE	CHANGE DETAILS
1.0	25/09/2020	New document.
2.0	31/08/22	Joel McLaren, Kristy Prior, Emily Ball, Troy Jones Section 5.1 Note added to define GWOS application processing timeframe. Added requirements to section 5.2.4 Medical to include workers who do not fall under the definition of Order 43. Added Section 5.2.5 Contractor/Mine Operator History Check. Section 5.4 & 6.4 Site Walk Around additional information of requirements. Section 6.0 Note added to define Short Term Induction timeframe limits. Added Section 6.1 Short Term Induction Process, table added and new document HVOOC-1797567310-3680 Short Term Induction Approval Form linked. Section 6.8 Record Keeping. Wording change to define record keeping requirements.
3.0	29/08/22	Troy Jones Joel McLaren Sec 5.2.1 removed requirement for department manager to approve induction approval. Approval is responsibility of Principal Representative.
4.0	29/09/2025	Full Review completed and no changes identified.
5.0	05/12/2025	Minor review – updated 6.2.2 heading, updated medical requirements and introduction of new form “HVO Site Questionnaire”.
6.0	22/10/2026	S Bishop, C Williams, E Ball, P Watters, K George, E Murphy, J Rinkin Document Title “Induction Procedure” updated to “Mobilisation & Authorisation” Consolidation of 4.5.3.5 Work Limitations, 4.5.3.6 Supervising Contract Work, 4.5.3.7 Closure of short-term contract work, 4.5.3.8 short term induction and record keeping into section 3 Induction Types.