



MANAGEMENT APPROACH

Employment

NCIG is committed to supporting the prosperity of Newcastle and the Hunter Region. Our recruitment and selection approach promotes local opportunities, and we have a strong tradition of engaging local contractors, particularly across maintenance, engineering, human resources, and other specialist services.

NCIG is committed to supporting the prosperity of Newcastle and the Hunter Region through our recruitment and selection approach to promote local opportunities. We believe that local employment is critical to maintaining a responsive and agile workforce and is a key principle in our strategy to optimising sustainable operations. It is also important to us that we provide opportunities for quality employment within our local community and provide skills training for future employability of our employees.

NCIG has a lean and highly productive workforce, the vast majority of whom live locally. Locally contracted labour also supports our operations and maintenance activities during peak periods. Our teams consist of technicians, engineers, accountants, administrators, business analysts, people & culture, health and safety, environment, procurement, IT and logistics professionals, who are all passionate about their work and adding value for the benefit of our customers.

GOVERNANCE

The NCIG Board oversees strategic and sustainability-related decisions, including employment, and reviews quarterly sustainability reports from management covering performance metrics, incidents, and compliance.

RISK MANAGEMENT

The Executive Leadership Team (ELT) is responsible for strategy implementation and risk management, with the People & Culture Team managing day-to-day employment performance. Risks are reviewed annually, and Risk Control Action Plans (RCAPs) are put in place to manage materially high risks.

METRICS & TARGETS

The ELT establishes goals every three years aligned with strategy and budget cycles. Performance is tracked using relevant legislated, industry, and global sustainability metrics. For employment, we monitor employee turnover percentage, the number of new hires and the number of leaders employed locally.

COMMITMENT

We contribute to local economic prosperity through local employment.

GOAL

To support the local economy and prosperity through local employment.



MANAGEMENT APPROACH

Employment

SYSTEMS AND PROGRAMS

Recruitment and selection

NCIG seeks to attract and retain high-calibre staff whilst complying with all relevant employment legislation. Our recruitment and selection of candidates to fill a vacancy (both internal and external recruitment activities), is conducted on a merit-basis and adheres to the New South Wales Anti-Discrimination and Equal Employment Opportunity laws. When a vacancy arises, managers are required to determine what the appropriate approach will be to successfully fill the role in conjunction with the People & Culture Team.

We are committed to conducting recruitment and selection of candidates to fill a vacancy on a merit basis. There are a variety of ways to assess the candidate's suitability for the role, including some that are mandatory (m):

- Preparation of Role Success Profile (m)
- Interview (m)
- Reference checking (m)
- Psychometric assessment and skills testing (m)
- Pre-employment health assessment I (m)
- Written response to questions
- Other assessments as required
- Site tour

Training and career development

We provide training and career development opportunities that ensure our people remain engaged and are ready for their next career challenge. Find out more in our Management Approach Training and Development.

Freedom of Association

NCIG supports the right to Freedom of Association and many of our technicians are covered by the Coal Export Terminal (CET) Operations Workplace Agreement, which is endorsed by two industry unions.

INTERNAL MANAGEMENT CONTROLS

The following provide guidance on our approach to employment:

- CET 3 Operations Workplace Agreement 2022
- Employee Position Descriptions
- Role Success Profiles
- NCIG Performance Review Guidelines
- NCIG Equity & Diversity Policy
- NCIG Code of Conduct
- NCIG related policies, procedures and guidelines
- NCIG vision, mission, values and working behaviours

REPORTING

We publicly report our employment performance in our annual Sustainability Report and in our bi-annual ESG scorecards on our website.

