

Avetta Workforce Management Subcontractor Registration Guideline

Richmond Road Upgrade (Townson to M7) –
Early Works



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1 INTRODUCTION

Subcontractors working for Richmond Road Upgrade (Townson to M7) Project must register online via the Gamuda Avetta Workforce Management system.

The Gamuda Avetta Workforce Management system:

- ✓ Ensures only authorised workers have access to the Richmond Road Upgrade (Townson to M7) site
- ✓ Worker roles and competencies are validated in line with Gamuda Business Rules and the task they are performing
- ✓ Competency evidence is verified, ensuring legislative and regulatory requirements are met
- ✓ Easily identify who is on site at any time
- ✓ Manage emergency evacuations

It is **mandatory** to register your subcontracting company and workers to work on this project. Failure to do so will restrict all access to project sites. Only compliant workers who meet their role and competency requirements, will be authorised on site.

This guideline outlines the process to successfully onboard your workers to the Richmond Road Upgrade (Townson to M7) Project via the Avetta Workforce Management System and is applicable to all employees and subcontractors mobilising to site.

2 HOW TO REGISTER

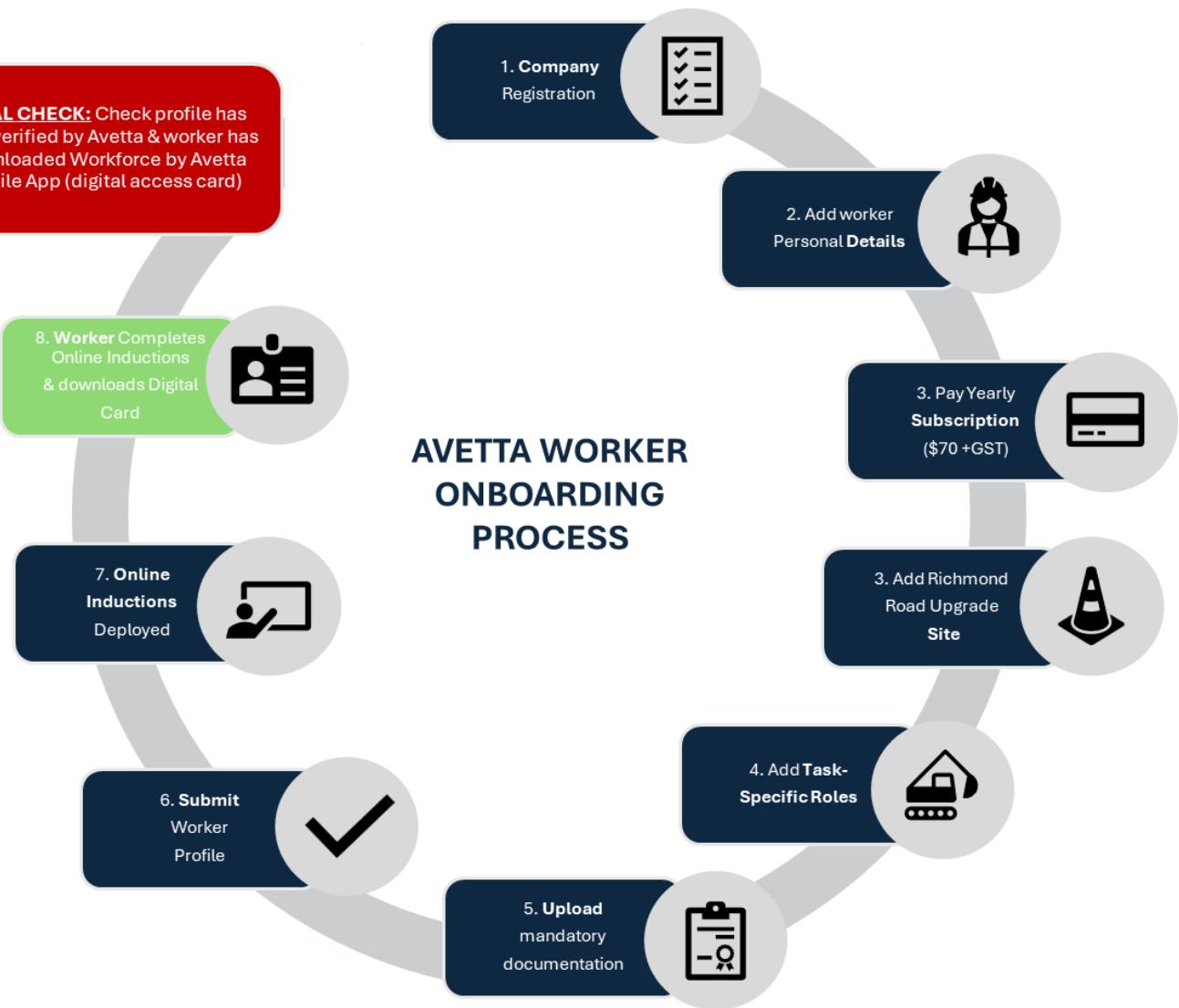
- [Watch the Gamuda Avetta System Walkthrough Video](#)

2.1 Register your Business with Gamuda Workforce Management

If you have an existing Pegasus Gateway account, select LOGIN at the top of the page to register your business:

1. Select **Register Now** on the Project page or click [HERE](#), then select **Register**
2. Select the country your business operates in, and then search for your ABN
3. Enter contact details, including email, business address and phone number
4. Select **Register** or **Request Access** if already registered by a different user to have the business registration verified, which will initiate your login details to be emailed to you.

2.2 Pre-Mobilisation Milestones



Step	More Information
Worker Registration	<ul style="list-style-type: none"> ▪ Registration of personal details ▪ Upload headshot photo ▪ Enter emergency contact details
Pay Subscription	<ul style="list-style-type: none"> ▪ Pay for yearly subscription (\$70 + GST)
Add Site	<ul style="list-style-type: none"> ▪ Associate the worker to the Richmond Road Upgrade Project
Add Roles	<ul style="list-style-type: none"> ▪ The Richmond Road Upgrade Project (Early Works) Role will be automatically assigned on site association ▪ A minimum of one [1] GEA task role must be applied for the role the worker is undertaking on the project
Upload Competencies	<ul style="list-style-type: none"> ▪ Competencies are pre-determined, depending on role selection ▪ Upload competency evidence (i.e. White Card, Driver's Licence, tertiary qualifications etc) and submit for verification

Submit	<ul style="list-style-type: none"> Once a minimum of two [2] roles have been applied and all competency evidence has been uploaded, you will be prompted to submit the workers profile for validation
E-Learning	<ul style="list-style-type: none"> Upon profile submission the online inductions will be automatically sent via email to the worker to complete via their Avetta LMS account
Workforce App (Digital Card)	<ul style="list-style-type: none"> Every worker is required to install the 'Workforce by Avetta' Mobile Application (e-Card) prior to Day 1 Invitations are sent directly to the worker via SMS, upon site association
Final Check	<ul style="list-style-type: none"> Ensure profile is complete and hasn't been returned/rejected Verify that the worker has completed all their e-Learning PRIOR to Day 1

2.3 Registering your Worker's

- Upon receiving your System Administrator log in details, access the system via the [login page](#) and begin adding your workers
- Select **Manage Roles** and then **Add New Employee**
- Enter and save each worker's personal contact details, address, phone and email address. Ensure you use their own personal email address and mobile number (must be unique).

Personal Details

Create a new employee

Person



Photo Upload

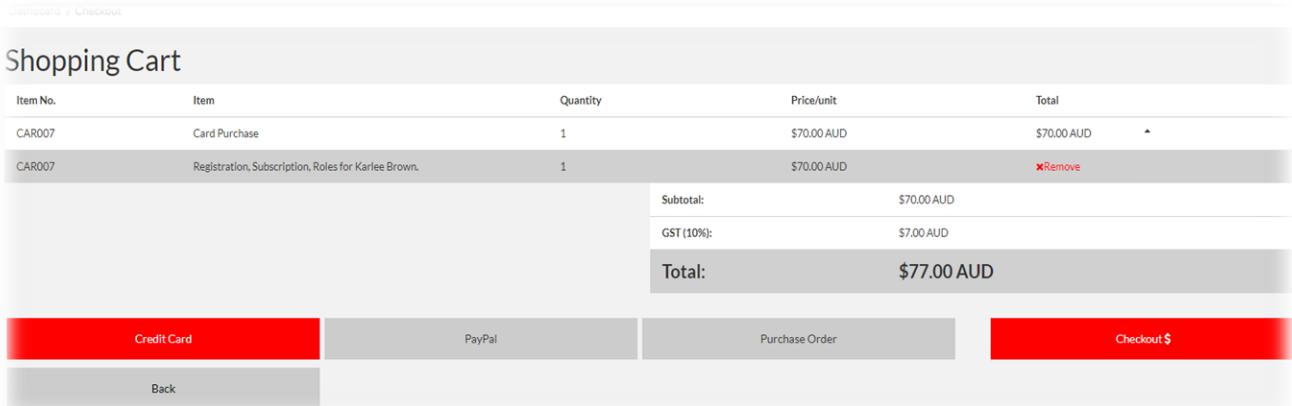
Upload

Crop

First Name *	John
Middle Name	Middle Name
Last Name *	Smith
Gender	<input type="button" value="▼"/>
DOB *	12 September 1980

2.4 Paying for Worker Registration and Inductions

Worker registration costs \$70 + GST per person which includes the management of roles, verification of documents, mobile App e-Card and first year's subscription. Once you select save and close, your worker will be added to the shopping cart to pay. You can continue working through multiple workers profiles before making a bulk payment for the items in your shopping cart.



Item No.	Item	Quantity	Price/unit	Total
CAR007	Card Purchase	1	\$70.00 AUD	\$70.00 AUD
CAR007	Registration, Subscription, Roles for Karlee Brown.	1	\$70.00 AUD	X Remove
				Subtotal: \$70.00 AUD
				GST (10%): \$7.00 AUD
				Total: \$77.00 AUD
Credit Card		PayPal		Purchase Order
				Checkout \$
Back				

2.5 Selecting Site and Applying Roles

Access the workers' profile by selecting each worker's name, click **Add Site**, then select add **New Role**.

You must select a MINIMUM OF TWO [2] ROLES. A worker's profile will only be finalised until all roles have been submitted for verification.

Your selections determine the competency documents (e.g. licences or tickets) you'll need to upload to demonstrate the worker's competence to perform the chosen roles. You will also be required to enrol the worker into the relevant online inductions.

1. Select the Richmond Road Upgrade Site:

The Richmond Road Upgrade Project (Early Works) role will be automatically assigned. More information pertaining to the competency requirements is captured further below.

2. Select the relevant Trade/Task Role (GEA):

- Add the trade or task role that the worker will be undertaking on the project. This role is prefixed with GEA and a minimum of one role must be applied to all workers.
- Two examples have been provided below:
 - Excavator Operator: GEA - Operator – Excavator
 - Project Manager: GEA - Project Manager

If a worker is undertaking more than one task, all roles are required to be added

2.6 Richmond Road Upgrade Project Role

Richmond Road Upgrade (Early Works) role and competencies will be automatically assigned; the mandatory competencies have been listed below for your convenience.

If you are unsure of what documentation must be uploaded or supplied, please refer to the [Gamuda Business Rules](#) link for further information, pertaining to the acceptance criteria.

Competency Requirement	Additional Information
Critical Risk Standards – Work, Health and Safety	This training module is designed to provide an overview of the Critical Risk Standards for Work, Health and Safety and outline the critical controls for each standard in detail. Please enrol your worker via the course selector hosted within the system.
Enabling Work – Gamuda Pit Stops	This online training is designed to better connect our people, contractors and those working with us to critical risks, and to analyse how well the controls work.
Enabling Work – Gamuda Worker Insights	Worker Insight is a frontline interaction exercise founded on engagement and trust, focussing on understanding success. Please enrol your worker via the course selector hosted within the system.
Construction Induction (White Card)	Upload the worker's Construction Induction (White Card)
Photo Identification	Upload driver's licence or alternative photo ID (e.g. passport)

2.7 Issuance of Worker's Avetta Workforce Mobile App (Digital Access Card)

Once the worker has been associated with the Richmond Road Upgrade Project, the worker will be invited to join the Workforce Mobile Application (this may take up to 24 hours after verification). The Workforce Mobile Application will contain their e-Card which they must use to gain access to the project site/s. The invitation will be sent via [email](#) from Avetta to the email address recorded against the worker's profile.

The worker will only have access to the App upon receiving the invitation. Please ensure the worker's email address is correct, and the region selected is Asia Pacific, as this is essential to receive the verification code (sent via email).

If the worker already has accessed the Workforce Mobile App, when the worker logs into the mobile app the Richmond Road roles would be viewable once approved.



2.8 Avetta Verifies Document and Validates Roles

Once all roles have been applied and competency evidence has been uploaded, you will be required to submit the workers profile for verification. During this time, the workers' profile will be 'locked' whilst Avetta verifies the documents. You will be notified via email if anything needs updating or more information is required. You can also view any rejected applications via your home screen > Pending Actions > Returned Applications

3 ONBOARDING & INDUCTIONS

As part of the onboarding process, workers must also undergo a face-to-face familiarisation (induction), once they have satisfied all the pre-mobilisation requirements via Avetta.

To book for the face-to-face induction component, please follow the below steps:

1. Email alana.houliston@dtinfrastructure.com.au
2. Provide the workers name, company and Avetta ID number

4 POST MOBILISATION EXPECTATIONS

Work must not be undertaken without a valid licence, certification or verification of competency (VOC), where one is required, for the work activity the worker is undertaking. It is the responsibility of the subcontractor to ensure that all VOC's, licenses and qualifications are up to date and reflected in the worker's Avetta competency profile. If any of these documents are required to be renewed whilst working on the project, please ensure these updated documents are uploaded into Avetta, prior to expiration.

Both the company and worker will be notified via email within 30 days of competency expiry. The worker will also be alerted via the Workforce Application 90 days before expiry. Project representatives are routinely spot-checking competencies, and works will cease, should non-compliance be identified.

5 FOR HELP & GUIDANCE WITH AVETTA

- Visit the [Help and Resources](#) tile for help and more information about registering to work on the Sydney Metro West - Western Tunnelling Package.
- Click [HERE](#) to watch the Gamuda Avetta System Walkthrough Video.
- Click [HERE](#) to view Gamuda's Business Rules - The Business Rules specify the requirements of the documents you need to upload in the system. Ensuring your documents meet these requirements will save time and have your workers approved faster.

If you require any assistance with registering your business or workers, or the Workforce Mobile Application, please use the following contacts:

Avetta Support Team	Project H&S / Training Team
<ul style="list-style-type: none"> ▪ E: gamuda@pegasus.net.au ▪ Ph: 1300 183 990 	<ul style="list-style-type: none"> ▪ E:alana.houliston@dtinfrastructure.com.au