

FIRST PAPER ON RECRUITMENT OF LOCAL STAFF. 11/10/2012

1. Transfield will have around 60 Nauruan staff by next week.
2. They basically went to the Football match and called for EOI/applications for cooks, cleaners and the like. They have around 600 applicants. Many of them were qualified and also had worked for the previous asylum seeker set up. They said we did not have to bother right now going out to advertise. ■■■ (the HR man) said that he can pass over the CVs that did mention lifeguard experience. – this I believe is first priority for us. They have a drop off box at the main gate for people to hand in their applications.
3. NB: Nauru does not have any employment labour law!

4. The Current Transfield Process.

- a) They bring in a few people to interview from the applications.
- b) There is no real reference checking here. If they say they worked at Cappelles they can ring them, but basically they haven't done anything. However they say they have only sent one person home.

As of next week they are hiring an HR/Admin/office liaison local staff person to assist with the reference checking more in terms of character/family knowledge. Also to help with the payroll. She will be paid \$7 per hour due to the qualifications and responsibility.

- c) Transfield pays and suggests;
 - \$4 per hour for cooks, cleaners and kitchen hands
 - \$6 per hour for local security personnel
 - He *suggested* \$4 an hour for lifeguards and \$4.50 for certificated lifeguard

Whatever shift it is the same flat rate. No problems doing shift work. Average 8 hours a day but sometimes goes up to \$12.

- d) Transfield is currently working on a contract for national staff which I hope to receive shortly. They will offer:
 - 4 weeks annual leave
 - 10 days sick leave
 - 10 days carers leave (comes off sick leave. Not additional)

5. Paying staff (important)

At present Transfield is 'outsourcing' payment. This is because in order to legally pay someone in Nauru you have to be a Registered Entity with the Government. As Transfield *does* want to control its own payroll, they are going through a registration process. This process may be different for them as a private company than to us as a NFP. For the moment however they have contracted Cappelles to do payroll.

- a) Basically all time sheets are collected and put into a Transfield spread sheet.
- b) They take to Cappelles where they pay a \$1 per hour per person to process. Basically they attach the payslips to their timesheet.

- c) Cappelles holds the Transfield payroll monies. Every time Transfield withdraws Cappelles puts the exact money in the envelope for dissemination to staff.
- d) There is no formal contract at present. However, Transfield has been drawing up a 'statement of offer' and Cappelles have done the rest.

6. HQ Follow up

Hence for the short term, TSA will have to follow that route and outsource payroll so Naurans get paid. There would be no legal reason to register if we used this process, but it may be good to control the process. Alternatively he suggested that TSA would have a system in other countries where they pay national staff. This may be worth discussing in Sydney.

7. Management Tip

Prior to larger scale recruitment of Nauran staff, the suggestion was to have clear management/supervisor as while his local staff have been excellent, they tend to need to have every task requested each time on task is completed.

Follow Up Points

1. I will follow up and get contract template to see if we can adapt.
2. Need to follow up with registration if we want to
3. Need to follow up with Sydney about TSA recruitment of local staff in other places.
4. Need to follow up with Cappelles if we want them to do payroll for the short term
5. We need to draft some short JDs.; or ToR of what is most important to us and then Transfield can go through their CVs.

Please advise what follow up you would like me to do.

Thanks. [REDACTED]