

Ref: CA-CPS-RFI-1000

REQUEST FOR INFORMATION (RFI): SUPPLY OF LABOUR HIRE SERVICES, EMPLOYMENT AND TRAINING SUPPORT INITIATIVES: LOCAL AREA RECRUITMENT ONLY.

OZ Minerals is seeking to partner with a local provider, supporting the Carrapateena Project to maximise employment from the Upper Spencer Gulf, Far North and regional South Australia.

OZ Minerals Carrapateena Pty Ltd is pleased to invite your organisation to submit information around the supply of labour hire services, employment, training and support initiatives for OZ Minerals and Contract Partners.

NOTE: OZ Minerals acknowledges that many roles may have requisite skill sets which require sourcing from outside the area through additional providers.

1. CARRAPATEENA PROJECT OVERVIEW

Carrapateena is a copper-gold project located in South Australia on the eastern margin of the Gawler Craton. Construction on Carrapateena is underway and is scheduled to be complete in Q4 2019 when it will move into a steady state operation.

The Carrapateena project will be an underground copper gold mine using a sub-level cave mining method. Onsite there will be a processing plant, tailings storage facility, village and airstrip. Around 1,000 jobs are expected to be created from construction through to production. Where possible, OZ Minerals is prioritising sustainable local procurement and local employment.

Construction is occurring in two phases:

Phase one, Q3 2017 – Q1 2018 (underway): construction of the accommodation village, airstrip and continuing development of the dual access decline.

Phase two Q2 2018 – Q4 2019: subject to mining lease approval, includes construction of above ground infrastructure, the processing plant, tailings storage facility, Western Access Road, powerline and the installation of the underground materials handling system.

2. LOCATION

The Carrapateena Project site is located in South Australia, approximately 160 km north of the regional centre of Port Augusta.

The site is currently accessed via a turn-off from the Stuart Highway located 75 km from Port Augusta. The access road is graded and unsealed, and runs 90 km from the Stuart Highway turn-off to the site location.

A new site access road is proposed running 50 km south-west from the site to the Stuart Highway, parallel to the proposed high voltage transmission line connection to the state electricity network near Mt Gunson.

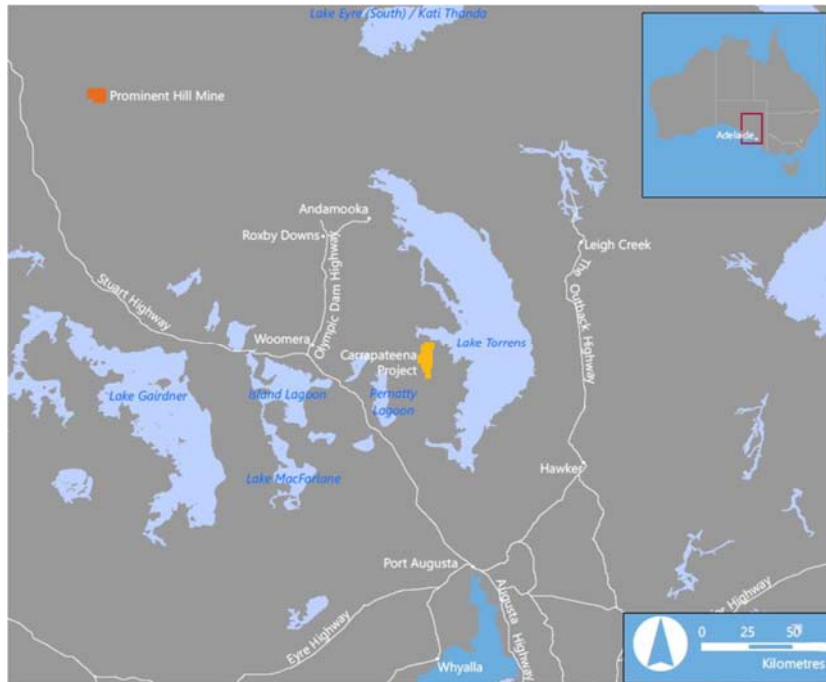


Figure 1 – Carrapateena Location

3. HOW TO SUBMIT YOUR EXPRESSION OF INTEREST

Where applicable, you must include the following in your Expression of Interest:

- Completed Pre-Qualification Questionnaire for Carrapateena project
- Summary of employment services capability relevant to OZ Minerals Carrapateena project
- Summary of experience and services for supporting the Carrapateena Project in the Upper Spencer Gulf and Far North of South Australia
- Summary of experience and services for supporting local level employment, training and development initiatives
- Summary of capability to on board new starters in line with OZ Minerals health, safety and wellbeing management plans
- Summary of experience and services relating to apprenticeships and traineeships relevant to the OZ Minerals Carrapateena project
- Summary of experience working with Aboriginal communities
- Summary of experience, guarantees and costs for probation period programs
- Outline of ongoing support programs for personnel employed via Labour Hire Service
- History of refusal to recruit personnel requested by client
- Outline of past partnerships with clients and the recruitment process agreements

Please submit your submission by Close of Business on 4 December 2017.

Any questions regarding this Request for Pricing must be directed in writing to Sebastian Casey:

sebastian.casey@ozminerals.com with cc to: carrapateenaprocurement@ozminerals.com and rob.gibb@ozminerals.com



DOCUMENT NO: CA-MAN-PRQ-XXXX

CARRAPATEENA



OZ Minerals
Pre-Qualification Questionnaire

CARRAPATEENA

Document Control History

Revision	Description	Author(s)	Reviewer(s)	Approver	Date
A	Draft/Issued for Review	A Brandi	W Horwood	B Cannavo	28/05/2017
B	Issued for Review/Approval				
0	Approved/Issued for Use				

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INTRODUCTION

OZ Minerals has a commitment to protect the environment and ensure the health and safety of all personnel on site whilst also looking after the interests of the local community.

The Company is meeting this commitment by monitoring and improving commercial, safety, health, environment, community (SHEC), human resources and quality standards whilst working with site contractors to ensure their compliance with these standards.

The pre-qualification process is in place to ensure that only Contractors who can demonstrate a strong commitment to OZ Minerals standards will be permitted to work for the Company.

As a key component of its commitment to these principles, OZ Minerals intends to evaluate and verify the compliance with the above standards of all potential Contractors before they are permitted to participate in a tender process or before completing any work, regardless of their previous contract(s) with the company.

SUBMITTING YOUR PRE-QUALIFICATION

Fully completed pre-qualification questionnaires and support documentations shall be returned via the OZ Minerals - Projects and Operations web portal at the following address: www.ozminerals.icn.org.au. The maximum size limit is 16MB per submission.

The preferred file formats to be used for submitting your Pre-Qualification Questionnaire and support documentations are Microsoft Word (.doc, .docx) and Adobe (.pdf) format.

Handwritten or incomplete submissions will not be accepted.

CONFIDENTIALITY

OZ Minerals acknowledges the confidentiality of the information requested and agrees to only use the information provided for the purposes described in this document.

REGISTRATION OF INTEREST

The Pre-Qualification questionnaire is *not* intended to be used as a Registration of Interest Application. Contractors wishing to register their interest to work for OZ Minerals should complete the Potential Suppliers' Form available on the ICN Gateway Portal <http://ozminerals.icn.org.au/>.



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SECTION 1 – COMPANY DETAILS**Activities**

Company Trading name:	
ABN:	
Core business:	
Other business / services:	
Year company established:	
CEO / Director(s) name(s):	

Physical Address

Street:			
City:			
Postcode:		State:	
Country:			

Postal Address

Street:			
City:			
Postcode:		State:	
Country:			

Contact

Contact name:	
Contact email address:	
Contact phone number:	

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Business

Number of employees:	
Business structure (sole trader, partnership, trust, corporation, if acting as a Trust or Trustee for a Trust provide name of Trust and Trustees):	
Current business scale/turnover by region (AUD):	
Last 2 years financial reports attached (file name):	
Provide details of any projects that your Company has failed to complete	
Provide details if your company has had a contract cancelled due to performance	
Provide details if your company has ever had security withdrawn for performance issues	
Detail any factor which could impact the successful supply of goods and/or services to OZ minerals:	

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SECTION 2 – REFERENCES

Reference #1 (Optional)

Company name:	
Contact name:	
Direct phone number:	
Work performed:	

Reference #2 (Optional)

Company name:	
Contact name:	
Direct phone number:	
Work performed:	

Reference #3 (Optional)

Company name:	
Contact name:	
Direct phone number:	
Work performed:	

Comments (Optional)

Comment about references

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SECTION 3 – SAFETY AND HEALTH

H&S Personnel

Name(s) full-time company S&H advisor/personnel:	
Name(s) proposed on-site S&H advisor/personnel:	

H&S Performances

List any prior S&H legislation breach convictions:			
Previous year Work Cover levy:			
Current year Work Cover levy:			
Industry rating last year:		Work Cover No.:	

Injury History

	Work Cover Claims	Lost Time Injuries	Hospitalisation Cases	Fatalities
Current year:				
Last year:				
Two years ago:				

Injury History with OZ Minerals

	Work Cover Claims	Lost Time Injuries	Hospitalisation Cases	Fatalities
Current year:				
Last year:				
Two years ago:				

Total Recordable Injury Frequency Rate (LTI, MTI and RWI)

	TRIFR = (No. of injuries / Hours worked) x 1,000,000
Last year:	
Two years ago:	

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Regulatory Reportable Incidents

	Incident Date	Brief summary of incident	Injuries received
Current year:			
Last year:			
Two years ago:			

Comment (Optional)

Comments about S&H history and any initiatives

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SECTION 4 – CERTIFICATIONS**Safety and Health Certifications**

Please choose one of the following options:

Provide a copy of AS4801 or ISOHS18001 certification with your submission.

OR

Complete Section 5 of this questionnaire.

Environment and Community Certifications

Please choose one of the following options:

Provide a copy of ISO14001 certification with with your submission.

OR

Complete Section 6 of this questionnaire.

Quality Certifications

Please choose one of the following options:

Provide a copy of ISO9001 certification with your submission.

OR

Complete Section 8 of this questionnaire.

Important

For each item listed in Section 5, Section 6, Section 7 Section 8 and Section 9 of this Pre-Qualification Questionnaire, evidences of implementation shall be provided to validate your responses.

Evidences may include actual examples of toolbox meetings, risk assessment, audit report, accident report, safety manuals, safety plans, procedures, etc.

Evidence should be provided preferably in Microsoft Word (.doc, .docx) or Adobe (.pdf) format.

For ease of review, the relevant page number and the file name of the support documentation shall also be provided.

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SECTION 5 – SAFETY AND HEALTH MANAGEMENT SYSTEM

S&H Commitment

	Attachment name	Page #	Comment
S&H policy:			
S&H procedure/plan:			
Organisational chart:			

S&H Performance and Reporting

	Attachment name	Page #	Comment
Incident statistics recorded:			
Incident reporting procedure:			
Employee rehabilitation policy:			

Risk Assessment and Management

	Attachment name	Page #	Comment
Risk management procedure/plan:			
Job Safety Environmental Analysis (JSA, JSEA):			
Risk matrix:			
Risk register:			

Hazardous Substances

	Attachment name	Page #	Comment
Hazardous substances procedure/plan:			
Policy on availability of MSDS:			
Disposal of hazardous substances:			

Communication and Consultation

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	Attachment name	Page #	Comment
Toolbox meetings:			
S&H committee meetings:			
S&H bulletins:			
S&H alerts:			
Statistical performance recorded:			

S&H Assurance

	Attachment name	Page #	Comment
Safe Work Practices (SWP) relevant to work performed and company management:			
Preventative maintenance:			
Permit to work system:			
Audiometric testing completed (if required):			

Systems of Work

	Attachment name	Page #	Comment
PPE policies and procedures:			
Remote work procedure:			
Fire protection procedure:			
Confined space entry procedure:			
Isolation procedure:			
Working at heights procedure:			
Hot work and welding procedure:			
Excavation/ground penetration procedure:			
Heat stress management plan:			
Subcontractor Management plan:			

Transportation

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	Attachment name	Page #	Comment
Traffic management plan:			
Equipment pre-start checklist:			
Maintenance management:			
Skills, licensing and training:			
Dangerous goods carriage:			

Emergency Plans

	Attachment name	Page #	Comment
Emergency Response plan:			
Emergency personnel identified:			
Emergency response drills:			

Design Safety and Change Management

	Attachment name	Page #	Comment
Safety in design plan/procedure:			
Management of change procedure:			

Personnel and Training

	Attachment name	Page #	Comment
Safety induction:			
Job descriptions:			
Performance appraisal:			
Formalised training program:			
Employee rehabilitation policy:			
Fitness for duty policy:			
Training Matrix:			
Certificates of competencies:			

Contractors and Suppliers

	Attachment name	Page #	Comment
Contract administration:			
Contractor performance measurement:			

Auditing

Document Title::	[TITLE]	
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	Attachment name	Page #	Comment
S&H audit process:			
S&H audit schedule:			

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Comments (Optional)

Comment about safety and health management system

SECTION 6 – ENVIRONMENT MANAGEMENT

Environment Personnel

Name(s) full-time company Environmental advisor(s)/personnel:	
Name(s) of proposed on-site Environmental advisor(s)/personnel:	
Detail any prior Environmental conviction:	

Regulatory Reportable Incidents

	Incident Date	Brief summary of incident	Outcomes
Current year:			
Last year:			
Two years ago:			

Environmental Management

	Attachment name	Page #	Comment
Waste management & recycling:			
Spill management:			
Water management:			

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	Attachment name	Page #	Comment
Environmental audit process:			
Environmental audit schedule:			

Comments (Optional)

Comment about environment and community management

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SECTION 7 – COMMUNITY

Community Personnel

Name full-time company Community Relations advisor(s)/personnel:	
Name proposed on-site Community Relations advisor(s)/personnel:	
Detail any prior Community conviction:	

Community Management

	Attachment name	Page #	Comment
<p>Workforce Employment Profile Include recruitment strategy if applicable.</p> <p>Create basic document around staff demographics e.g. SA, regional SA, indigenous, Gender etc.</p>			
Local Procurement Profile and Development Plan			
RAP – Reconciliation Action Plan (if applicable)			

Auditing

	Attachment name	Page #	Comment
Community Relations audit process (if applicable):			
Community Relations audit schedule (if applicable):			

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Comments (Optional)

Comment about community engagement and social investment programs

SECTION 8 – QUALITY MANAGEMENT

Quality Personnel

Name full-time company quality advisor(s)/personnel:	
Name proposed on-site quality advisor(s)/personnel:	

Quality Management

	Attachment name	Page #	Comment
Quality planning:			
Quality control:			
Quality assurance:			
Quality improvement:			

Auditing

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	Attachment name	Page #	Comment
Quality management audit process:			
Quality management audit schedule:			
Comments (Optional) Comment about quality management			

SECTION 9 – HUMAN RESOURCES AND INDUSTRIAL RELATIONS

Workforce Profile

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What are the roster arrangements?	
How many hours per day are to be worked?	
Where will the labour be sourced from – existing, local or other?	
What are the numbers of employees and respective classifications of employees who are to work at an OZ Minerals Site?	
Do you intend to use any subcontracting arrangement?	
What is the nature of your other operations-how many employees are engaged across Australia?	
How many of your employees are Union members? With which Union?	
What proportion of your workforce on site is female, indigenous or from regional areas?	
What programs have you implemented in the past to increase participation levels in the above categories?	
What is your strategy to achieve representation across these categories at OZ Minerals?	

Litigation

Are you currently involved in any HR/IR litigation, or are aware of any pending or threatened litigation?	
In the last 5 years, have you been involved in any HR/IR litigation, sanctions, fines, disputes, industrial action, underpayment claims, lost time, discrimination or equal opportunity complaints, or orders brought against your organisation?	

Industrial Activity (last 5 years)

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Have you had any right of entry notices – if so what was the purpose of these?	
Have you had any union visits on site – if so list the union and official who attended?	
Has there been any past, threatened, planned or proposed industrial action including, bans, restrictions or any limitation including lost time, if so please detail?	
Are there any appointed union delegates?	
Have there been any union meetings or any propoganda distributed amongst your workforce?	

Associations and Agreements

Provide a copy of any registered enterprise agreements or other relevant agreements that cover employees?	
Are there any other conditions that are applied that are outside the enterprise agreement?	
What is the status of any industrial negotiations current or planned?	
Are there any employees that are proposed to be on site or any other employees within Australia that are not covered by a registered enterprise agreement?	
Do you have an industrial action management plan? Please provide a copy.	
Is your Company a member of an Employer Association, if so who?	
What is your approach to risk management practices to ensure the continuity of the contract in the event of industrial action?	

Comments (Optional)

Comment about employee relations

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SECTION 10 – ADDITIONAL REQUIREMENT FOR MAJOR WORKS

This section is optional and shall only be completed by contractors willing to pre-qualify for major works, where the total value of the work tendered is greater than \$4M.

Please choose one of the following options:

Skip this Section (your pre-qualification cannot be considered for works larger than \$4M).

OR

Complete this Section (your pre-qualification can be considered for works larger than \$4M).

Audited Financial Statements (Last 3 Years)

	Attachment name	Comment
Financial Statement (current year - 1):		
Financial Statement (current year - 2):		
Financial Statement (current year - 3):		

Work History

	Client / Job Name	Start / Finish Date	Value (AUD)
Largest Job in the Last 3 Years:			
Largest Job in Progress:			
Largest Job Planned:			

Insurances

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Carrier(s) Name	Type of Coverage	Telephone

Comments (Optional)

Comment about the additional information provided



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SECTION 11 – CONTRACTOR SIGNATURE

This Pre-Qualification Questionnaire was completed by:

Name: _____

Company: _____

Date: _____

Signature*: _____

*A signed and fully completed copy of this page shall be provided for your submission to be considered for review by OZ Minerals. A scanned copy of the signed page can be provided in a separate file where convenient.

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Thank you for completing OZ Minerals' pre-qualification questionnaire.

