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| Form: | **Human Resources Questionnaire Form** | | | | | Zinfra Stack_300 |
| Document ID: | **G-PR-FM-04544** | Process Area: | Procurement | Version: | 3.0 |

| Services | | |
| --- | --- | --- |
| If you are providing a service, does it include a workforce that is covered by an Industrial Instrument / Enterprise Bargaining Agreement (this may include construction works such as civil / electrical works or traffic management services and vegetation control etc.)? | Yes | No |
| If ‘no’ to the above, continue to Section 4. | | |

| Industrial Instrument / EBA | |
| --- | --- |
| Provide details of all your current Industrial Agreements / Enterprise Bargaining Agreements which apply to all personnel involved in delivering the services including names of Industrial Instrument (e.g. award, enterprise agreement etc.), details of the unions who are a party to the Industrial Agreement, together with the expiry dates and any other relevant information. |  |

| Industrial Relations Competency and Performance History | | |
| --- | --- | --- |
| Do you have processes and strategies in place to resolve industrial disputes / industrial action or minimise the impact of industrial disputes / action. | Yes | No |
| Have you been involved in any industrial disputes or industrial action in the last two years? | Yes | No |
| If ‘yes’ to any of the above, attach details. | | |

| Company Profile | | |
| --- | --- | --- |
| Does your company employ more than 10 employees (both field and administration)? | Yes | No |
| If no, how many people do you employ: Click here to enter text | | |
| Have you attached a brief description of the Company’s history (e.g. trading history, size, location and brief description of primary business)? | Yes | No |
| Have you attached 3 references (excluding Zinfra and its subsidiaries / related entities) from present Australian based customers whom you provide similar goods and/or services to, which are most relevant to this project / work? Include name and contact details of the referees together with a description of the services performed and an indication of the size/volume of the work performed for that customer. | Yes | No |

| Key Personnel | | |
| --- | --- | --- |
| Have you attached the organisational structure for the team of individuals who will be responsible for delivering the goods and/or services? | Yes | No |
| Have you attached details of key personnel to be used for this project / work including resumes (e.g. name, position, role in the provision of the work to Zinfra, skills / experience held by the individuals and the company in relation to the delivery of the goods and/or services)? | Yes | No |

| **Completed By:** | |
| --- | --- |
| Company |  |
| Name & Title |  |
| Signature |  |
| Date |  |

| **Office Use Only** | | | |
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| Reviewed By: | | | |
| Click here to enter name | Click here to enter title | Click here to enter signature | Click here to enter a date. |
| Endorsed By: | | | |
| Click here to enter name | Click here to enter title | Click here to enter signature | Click here to enter a date. |