Mining
Skills Organisation
Pilot

REQUEST FOR QUOTATION
MINING SKILLS ORGANISATION PILOT
DIGITAL AND DESIGN PARTNER

Minerals Council of Australia

SKILLS ORGANISATIONS
An Australian Government Initiative
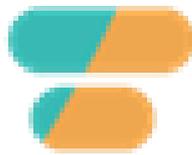
1.   OVERVIEW

Introduction

This Request for Quotation (RFQ) for the supply of consultancy services is issued by the Mining Skills Organisation Pilot (MSOP) under the auspices of the Minerals Council of Australia (MCA).

Purpose

The purpose of this RFQ is to invite suitably qualified and experienced specialists to submit a quotation to undertake digital and design consultancy services related to the MSOP. A summary of the MSOP is at Appendix A.

Services required

Services that the MCA is seeking are detailed in Section 2: Statement of Requirement and include:

- Establishing and maintaining an effective web presence to ensure that the MSOP is getting the right exposure, sharing the progress of projects and connecting with broader audiences as defined at Appendix B

- Securing and/or developing the relevant technology-based hosting platforms and portals required across all project hubs

- Designing and developing collateral (print and digital) across all project hubs for distributing key information, inviting engagement and establishing strong brand awareness for the MSOP.

The timeframe for the provision of services is from commencement, for a period of up to 24 months.

Quotation

Interested vendors who are able to provide the services in accordance with the MCA's requirements should complete the quotation template at Attachment A, which includes the following elements:

- Statement detailing capability and capacity to deliver the contract services/outcomes required to the MCA's satisfaction and within established/agreed timeframes

  – Summarising proposed approach to meeting requirements

  – Addressing special skills/knowledge and including (as an attachment) a portfolio of previous integrated print/web design projects

  – Acknowledging reporting and critical timelines and demonstrating ability to meet them

  – Confirming the vendor will not be making a submission to the project hub procurement

  – Providing any additional information the vendor wishes the MCA to consider.

- Company overview

  – Official registered name (company, individual etc.), ABN, trading name if different, address, main telephone number, main email address, company website and social media links

  – Key contact name, title, address direct telephone and email address

  – Person authorised to contractually bind the organisation to this RFQ for any quotation

  – Project team staffing, including biographies, qualifications and relevant experience of key team members and management personnel

- Table of fees, expenses and costs

  – As per the template contained in the statement of requirement

- Nominated referees

    – Details of at least two customers to which services similar to those described in this RFQ have been provided within the last three years

    – The evaluation process may involve discussions with the nominated referees).

Contract/services agreement award

An MSOP selection panel will be convened to review and evaluate quotations against the statement of requirement. The panel will comprise representatives from across the MSOP governance structure (detailed at Appendix C) and the MCA, including a representative independent of the MSOP.

Award of the contract/services agreement resulting from this RFQ will be based on the response which offers the most advantageous approach to the MSOP in terms of cost, functionality, and other factors as specified in the statement of requirement in this RFQ, measured against the selection criteria. The selection panel may seek expert/specialist advice in the course of deliberations.

The MCA reserves the right to:

- Vary the process and timetable relating to this process in its absolute discretion

- Vary the terms of the RFQ

- Reject any or all quotes and discontinue this RFQ process without obligation or liability to any respondents

- Accept other than the lowest priced quote

- Seek additional information or clarification from respondents (including their sub-contractors or agents)

- Award a contract on the basis of initial quotes received, without discussions or requests for best and final quotes

- Select and negotiate with more than one respondent

- Cancel, add to or amend the information, requirement, terms, procedures or processes set out in this RFQ.

Neither the issue of this RFQ by the MSOP or any response to it by any party commits, obligates or otherwise creates a legal relationship between the MCA and that party.

The MCA does not guarantee, warrant or otherwise represent that any business, revenue or other benefit or any minimum volume or value of business, will be earned or received by the successful respondent(s).

As an initiative co-funded by the MCA and the Department of Education, Skills and Employment, the MSOP supports the Indigenous Procurement Policy and encourages quotations from Indigenous vendors and/or vendors that stimulate Indigenous entrepreneurship and business development and/or employment.

Vendors found to be on the Workplace Gender Equality Agency non-compliance list will not be considered.

The MCA may, at its discretion and without explanation to prospective vendors, at any time choose to discontinue this RFQ without obligation to such prospective vendors.

Intellectual property

The MSOP will retain all intellectual property developed/created in the course of activities undertaken in the delivery of services and/or expert/specialist consultancy and provide access and license, and/or transfer IP as appropriate.

RFQ contact officer

All queries in relation to this request for quotation should be directed to:

Name: Karolina Szukalska

Telephone: 0430 246 804

Email: karolina.szukalska@minerals.org.au

Lodgement of quotations

All quotations to provide services in accordance with the MCA's requirements and in the format stipulated in the statement of requirement should be lodged through the MSOP inbox: MiningSkillsPilot@minerals.org.au

Responses must be received by 9.00 am – Australian Eastern Daylight Time, Monday 25 January 2021.

Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

2.   STATEMENT OF REQUIREMENT

Background

Through MSOP, the mining industry is trialling innovative new approaches to skills development and acquisition to complement and enhance the current training system and achieve the responsive pathways and skills acquisition required in the immediate and post COVID-19 employment landscape.

Centred on three project hubs covering apprenticeships, digital transformation and attraction and retention, the MSOP will specifically test key elements of the current VET system with a view to achieving necessary reforms for the benefit of industry, individuals and participating organisations.

Appendix A provides a summary of the MSOP, including further details on the three project hubs and planned system improvement activities.

With the complexity and scale of system improvement activities across the project hubs and the broader pilot activity, establishing and maintaining an effective web presence, using the right technology platforms and portals and creating collateral with clear branding is crucial to creating, maintaining and growing a community of interest around the MSOP. Having a cohesive, accessible, consistent and audience-focused approach to digital and design elements will ensure that the MSOP is getting the right exposure, sharing the progress of projects and connecting with the broadest possible audience.

This procurement seeks to engage a consultant to be the MSOP digital and design partner.

Contract services/outcomes required

The MCA is seeking to engage a specialist to provide consultancy services as the digital and design partner to the MSOP. The scope of services/outcomes required includes, but is not limited to:

- Design and development of a website

    – Done through close engagement and co-design with the MSOP

    – Aligned with MSOP branding and easily able to transition to the Mining Skills Organisation

    – Hosting content provided by the MSOP and formatted by the digital and design partner

    – Compliant with the Web Content Accessibility Guidelines (WCAG) 2.1 (w3.org), level AA

    – Flexible, interactive and have functionality to host or link with relevant platforms/portals

- Securing technology-based hosting platforms and portals

    – Review, recommendation and integration of technology platforms to host Mining Knowledge Fundamentals skill set and associated learning resources

    – Conceptualisation, development and maintenance of an embedded online portal to house all of the tools, resources, links to training etc. developed through MSOP project hubs

- Design and development of print and digital collateral

    – Case studies for each project hub with content provided by the project hubs

    – Collateral to guide and clarify the role and support of industry across the career framework (developed through the Attraction and Retention hub)

    – Flow chart explaining the mechanism for identifying transferable skills and capabilities (Attraction and Retention hub)

    – Virtual, interactive pathways maps (Attraction and Retention, and Digital Transformation hubs).

Timeframe for completion of the contract services

The expected timeframe for completion of the services is February 2023, with the option to extend for up to six months at the discretion of the MCA, should there be delays or scope changes within the MSOP and/or in the project hubs.

Timelines/key dates

Whilst digital and design activity will be mapped across the 24 months of the contract services, there will be an initial intensive period of activity to establish and activate the website.

The services required have a broad scope and are task-based, with deliverables required intermittently across the period. Table 1 provides a breakdown of expected activity timelines and key dates.

Table 1: activity timelines/key dates

Activity	Date
Request for quotation distributed	25 January 2021
Quotation due date	11-15 January 2021
Quotation review and selection period	26 January-3 February 2021
Contract negotiation and award	4-8 February 2021
Contract executed and kick-off meeting held	9-12 February 2021
Website co-design session– with MSOP team	15 February 2021
Website design concept paper/presentation	16-26 February 2021
Feedback on website design concept provided by MCA	1-5 March 2021
MSOP-facilitated key engagement with National Careers Institute to confirm no duplication and explore any connectivity or opportunity	1-31 March 2021
Discussion on collateral development activity and timing	8-12 March 2021
Content for website (as agreed) provided by the MCA	8-12 March 2021
Website build	15 March-15 April 2021
Finalise content	16-20 April
Website testing incl. link, penetration and load testing	21-23 April 2021
Website goes live	30 April 2021
Career framework portal (Mining Talent Portal) conceptualisation session – with MSOP Team and MSOP Working Group	19-30 April 2021
Career framework portal created and activated	3 May-30 June 2021
First quarterly website data report	14 July 2021
Quarterly website data reports	As per agreed timelines
Collateral development	As required/agreed

Resources/materials to be provided by the MCA

The MCA's MSOP staff will be made available as needed to assist the vendor to undertake this work.

The MCA will make available to the vendor the following resources/materials:

- Documents to enable the vendor to perform the services, including key messaging and the required base content (as agreed during co-design session) for the website

- The MSOP communications and engagement strategy

- Other resources/materials as agreed with the organisation.

Special skills/knowledge needed

The vendor/supplier will need to possess the following:

- Experience in the design, development and maintenance of websites

- Skills/proficiency in co-design, preferably in the context of web, digital and print design

- Applied knowledge in troubleshooting, using of different techniques and web tools to solve client issues

- Demonstrated creativity in the design and development of print and digital collateral

- Diverse portfolio of designs with demonstrated application of out-of-the-box ideas and/or innovative methodologies

- Strong service guarantees and technology service provisions (including back-up policy and security efforts)

- Experience working with the mining industry, the VET system and the Australian Government highly desirable.

Reporting

Quarterly reporting will be required on the functionality of the website, general statistics regarding website and webpage traffic, enquiries and interactions.

Fees, expenses and costs

Noting that the timeframe for completion of services spans 24 months (intermittently), costs should be broken down by hourly rate and expected number of hours for each deliverable. Any additional costs should be outlined. Table 2 provides a template for populating contract costings.

Noting that the services required do not stipulate the volume of collateral for development, the costs associated with this may be presented as a minimum/maximum scenario with the time and complexity explained in the 'estimated hours' section or including as additional information.

Table 2: contract costings

Name	Title/Role	Hourly rate	Estimated hours	Total Cost

Evaluation Criteria

Quotations will be assessed on the vendor's demonstrated capability and capacity to provide the services described in this statement of requirement.

Any award to be made pursuant to this RFQ will be based upon the quotation with appropriate consideration given to operational, specialist, cost, and management requirements.

Evaluation of offers will be based upon the vendor's responsiveness to the RFQ and the total price quoted for all items covered by the RFQ.

All eligible quotations will be evaluated against the criteria listed in Table 3.

The selection panel may seek expert/specialist advice in the course of deliberations.

Table 3: Selection criteria

Criteria	Description	Weighting
Response and service offering	The extent to which the quotation responds to and fulfils requirements set out in the RFQ	20 per cent
Technical/specialist capability	Vendor's demonstrated ability to deliver the indicated services	15 per cent
Experience and personnel	Vendor's stability, experiences, and record of past performance	10 per cent
	Vendor personnel with requisite skills and experience for proposed approach	
Value for money	Value for money, including the overall cost of vendor's proposal	25 per cent
Collaboration and co-design	The extent to which the quotation reflects collaborative practices and co-design in service delivery	10 per cent
Innovation	The extent to which the quotation demonstrates innovation – including innovative work practices and innovation in developing policies/programs in skills and training and/or mining	20 per cent

APPENDIX A: THE MINING SKILLS ORGANISATION PILOT

Context

As part of the $585.3 million Skills Package, the Commonwealth is trialling new approaches to expand the role of industry in the national training system, including industry-led Skills Organisations proposed in the Joyce Review.

The Mining Skills Organisation Pilot (MSOP) was officially launched on 7 May 2020 and will be federally funded until 30 June 2023 and is supported by the Australian Government through the Department of Education, Skills and Employment.

The MSOP seeks to:

- Improve the quality and responsiveness of nationally recognised training for the industry

- Embed employers within the Australian VET sector architecture and functions

- Support the design and implementation of broader national VET reform.

Scope

Through an industry-led hub and spoke model, the MSOP will undertake scalable, value for money activity across the VET Skills Pipeline, including:

- Leading industry engagement in the VET Sector

- Developing and testing nationally recognised training (alongside the existing system)

- Working with key players in the national VET governance structures to advise on and obtain agreement to changes that improve the quality and extent of training for the mining industry

- Exploring new methods of assessment

- Identifying/testing crossover and alignment in different industries and options for 'clustering'

- Recommending ways different providers (public, private, university) can interact better

- Advising on the needs of the regions, and working with states to develop skills 'roadmaps'

- Providing long term recommendations for Skills Organisations overseeing apprenticeships

- Testing the sustainability of the MSOP model developed.

Approach

The MSOP will deliver system improvement activities across three project hubs which were agreed to and scoped through an intensive ideation, design and development process across the MSOP governance, with broader industry consultation, and targeted engagement activity.

The skills project hubs include:

- Apprenticeships – with an initial goal of at least 5000 new apprenticeships to modernise trades training, education and development, with an initial focus on in-demand Heavy Duty Diesel Fitters and developing content, delivery and assessment models that better align industry need and apprentice knowledge

- Digital transformation – for faster delivery of training products for automation and the application of digital technologies, with the goal of integrating existing automation training products into Australia's training package framework

- Attraction and retention – to position mining as an industry of choice through developing, testing and activating a framework for attracting and retaining the talent pipeline the modern mining industry and the mining equipment, technology and services (METS) sector needs, now and into the future.

Objectives, outputs and outcomes of the project hubs

Apprenticeships

OUTPUTS	OUTCOMES
Objective 1: Methodology for accelerating delivery of skilled tradespeople and thereby increasing flexibility of the apprenticeship system	
Training program delivery and assessment methodology is established that allows for quality acceleration	Ability for the industry to confidently produce skilled tradespeople in a period of less than 4 years
	Apprenticeships are more attractive to people considering a career in the mining industry – more apprenticeship candidates and higher quality of candidates
	Portability of acceleration methodology to other trade areas
Objective 2: Codifying task-based capability set for diesel mobile plant mechanics	
Catalogue of tasks performed by diesel mobile plant mechanics and its alignment to the existing training products	Training program that specifically meets the needs of industry and enhances site based productivity
	Additional skill sets that may provide a pathway for existing tradespeople to improve their skills and their industry currency
Objective 3: Creating a mechanism/process to govern endorsement of SO developed national training product content	
Mechanism/process is defined, developed, tested and rolled out	Better speed to market for new training products aligned to evidence based industry need
	Demonstration of best practice able to be adopted by other Skills Organisations
	Greater industry engagement in vocational education and training product development – industry led training system
Objective 4: Elevating apprenticeships in the mining industry as a career pathway of choice	
Increases in the quantity and quality of candidates seeking a career in the mining industry as a diesel mobile plant mechanic	Mining industry able to attract best talent necessary to ensure it can operate sustainably
Connecting these pathways with the Career Framework portal (Attraction and Retention hub), including case studies illustrating possible career pathways for apprentices in the industry that can go within and across job clusters (e.g. within trades or across to professional job clusters)	Increased awareness of career pathways for apprentices
	A centralised hub to promote and share the work of the MSOP project hubs
Technology enabled learning resource bank that supports accelerated learning and promotes an engaging and challenging learning environment	High quality appropriately skilled tradespeople familiar with technology and capable of working productively and safely.

Digital transformation

OUTPUTS	OUTCOMES
Objective 1: Career framework to support education to employment pathways	
Embedding existing automation training products into training package framework	Enhanced take-up of automation training products elevated into Australia's training package framework
Develop industry framework to support education to employment pathways for these training products developed	Opportunities for people in industries impacted by COVID-19
Objective 2: Knowledge bank	
Repackaging existing content to meet the needs of those workers seeking to upskill	Existing workers are upskilled to work confidently and safely alongside new technology
	Better connection between learner and industry needs to the learning system
Objective 3: Resources and tools to support delivery of automation qualification	
Standardised learning resources and assessment tools to support delivery of automation qualifications by RTOs	Quality delivery meets industry expectation baseline
	Consistency in graduate outcomes
Increasing enrolments in the training products	Industry diversity enhanced
	Increased pool of potential new entrants and existing workers with automation/digital technology skills
Objective 4: Mechanism/process to govern development and endorsement of digital transformation related national training product content	
Mechanism/process is defined, developed, tested and rolled out	Better speed to market for new digital transformation related national training product development
Prioritisation process to guide industry decisions around training product development relating to digital technologies	Model/process that can apply across more industry sectors – will assist in allocation of scarce resources to areas of highest industry need
Objective 5: Better alignment between industry expectations and Registered Training Organisation activities	
Development/publication and implementation of quality criteria which guide industry in choosing a RTO	Improved relationships between industry and Registered Training Organisations through better alignment of expectations
Objective 6: A holistic approach to identifying and meeting the mining industry need for attracting skilled workers and retaining the industry's existing skills base	
Linking this project to the other MSOP project hubs, in particular 'attraction and retention' — pathways approach	Transferability of qualifications mapped to the broader resources industry and other industry contexts

Attraction and retention

OUTPUTS	OUTCOMES
Objective 1: industry approach to workforce planning	
Methodology for codifying capability sets is designed, tested and made available	An industry designed and agreed model to develop workforce planning capability sets for industry identified and priority roles
Industry agreed capability set codified for a focus of skill clusters in a range of roles	Aligned industry position around capability sets for the target job roles
Workforce planning capability set is tested in a live sense across the job roles/clusters in focus	A tested pathway for potential, new and existing workers with transferable skills to transition into the job roles/clusters in focus
Industry demand profile on three target job roles is prepared using available quantitative data	A more complete (industry level) picture of demand in the three target job roles
Objective 2: Capturing the talent	
Process for mapping talent pathways in, out and across industry is established	An industry recognised process for mapping talent pathways across the focus job roles/ clusters
An interactive, accessible, online tool to explore the pathways maps is created and housed in the online Talent Portal	A tool that contributes to improved industry ability to attract and retain talent
Maps of the learning and employment pathways for the workforce planning focus skill clusters and the clusters targeted in the Digital Transformation hub are developed and available online	A platform that allows potential, new and existing talent to explore available employment and learning pathways
The pathways are promoted	Individuals see and understand the rewarding and sustainable career pathways in the industry across the focus skill clusters and digital transformation.
Objective 3: Accessible and contemporary mining domain knowledge	
Mining Knowledge Fundamentals skill set is developed, tested and deployed.	An industry designed and recognised mechanism that allows learners to access mining domain knowledge
	People with transferable skills have increased opportunities to transition into the industry because they are equipped with fundamental mining domain knowledge recognised by the industry
	Existing workers are able to demonstrate improved mining domain knowledge and can pursue new roles within industry.
Objective 4: Understanding transferable skills and capabilities for the mining industry	
Process for identifying transferable skills and capabilities established	A collaboratively designed and industry approved process for identifying skills and capabilities
Mechanism and process for profiling/mapping transferable skills is established	Industry agreed consistency in recognition and treatment of transferable skills and capabilities

OUTPUTS	OUTCOMES
Transferable skills and capabilities identification process and profiling mechanism are tested.	Increased transition options for workers through clear, industry aligned skills profiles.
Objective 5: An attraction and retention framework and online talent portal	
Evaluation strategy/plan for the project hub is developed and applied	A framework developed on cohesive evaluation of project hub initiatives
An attraction and retention framework that potential, new and existing talent can actively engage with is created and activated	A centralised hub to promote and share the work of the MSOP project hubs
An online Mining Talent Portal that is a centralised hub for exploring employment and learning pathways across the mining industry is developed and launched	A tool that contributes to improved industry capability in talent attraction and retention
Support collateral and guidelines on how companies can use the framework and portal are designed and made available to industry.	Industry confidence in the framework and comfort navigating the portal

APPENDIX B: KEY AUDIENCE/STAKEHOLDER GROUPS

Key audience/stakeholder groups for the pilot include, but are not limited to:

- Industry

- Education and training providers

- Government

- Current structure entities

- New architecture entities

- Learners.

Industry

As the pilot is testing the Joyce recommendation for industry owned and led Skills Organisations, industry is a critical audience group. The industry audience includes:

- MCA member and non-member companies

- State chambers/divisions, such as the Chamber of Minerals and Energy Western Australia, MCA Northern Territory Division, MCA Victorian Division, the Queensland Resources Council, South Australian Chamber of Minerals and Energy, the Tasmanian Manufacturing and Energy Council and the NSW Minerals Council

- Specialist bodies such as recruitment agencies

- METS sector representatives such as the Austmine and METS Ignited

- Complementary industry representatives such as defence, agriculture or civil construction.

Education and training providers

While the pilot is testing an industry-centric approach to the skills pipeline, the engagement, collaboration and commitment of providers from across the education and training landscape is essential to achieving pilot outcomes. The education and training provider audience includes:

- Peak bodies in the education and training sector (captured in the 'other bodies' section below)

- Group Training Organisations

- Private Providers

- Enterprise Registered Training Providers

- TAFEs

- Higher education providers (in particular dual sector)

- Public and private secondary and senior-secondary schools

- In-school careers advisers.

Government

Government is a critical co-contributor, collaborator and connector for pilot messaging. The government audience includes:

- The Minister for Employment, Skills, Small and Family Business and the Minister's office

- The government co-contributor, the Department of Education, Skills and Employment

- Relevant state departments

- Other Federal departments as required e.g. the Departments of Industry, Innovation and Science and the Department of Prime Minister and Cabinet.

Current structure entities

As the pilot is seeking to test and pilot innovations and new opportunities across the skills pipeline and not replace or displace the existing system, current structure entities are an important audience group/stakeholder cohort. The current structure entity audience includes:

- Skills Service Organisations, PwC's Skills for Australia
- Australian Industry Skills Committee
- Industry Reference Committees – metalliferous mining, extractive drilling and coal mining
- State and Territory Training Authorities
- Unions such as the Construction, Forestry, Maritime, Mining and Energy Union, the Australian Workers Union, the Electrical Trades Union and the Australian Manufacturing Workers Union

New architecture entities

The pilot is part of the robust skills landscape envisioned by Steven Joyce, so the other entities that form this new architecture are a crucial audience group/stakeholder cohort. The new architecture entity audience includes the:

- National Skills Commission
- National Careers Institute
- Digital Skills Organisation Pilot
- Human Services Care Skills Organisation Pilot.

Other bodies

Other bodies that are key stakeholders and represent an essential audience group include:

- Other industry, peak or professional bodies such as the Independent Tertiary Education Council Australasian, TAFE Directors Australia, Australian Industry Group, Australian Institute of Mining and Metallurgy and the Resource Industry Network
- Other specialist providers, agencies or networks
- Community representatives or specialists
- Any other stakeholders identified.

Learners

At the core of the pilot is innovating and testing new opportunities to facilitate access to skilled workers for the current and future workforce. The uptake of opportunities created through the pilot will support the long-term viability and sustainability of a Mining Skills Organisation. As the ultimate stakeholder, learners are an essential audience group and include:

- Existing workers in the mining industry looking to upskill, re-train or cross-skill
- Existing workers in adjacent industries interested in entering the mining industry
- New learners – secondary and senior-secondary still exploring learning and career pathways
- Existing learners – apprentices and graduates seeking clear and/or alternative pathways within their studies and/or alternative pathways into industry.

APPENDIX C: MSOP GOVERNANCE STRUCTURE

Chart 1: Mining Skills Organisation Pilot governance structure

INTERIM GOVERNANCE STRUCTURE—MINING SKILLS ORGANISATION PILOT
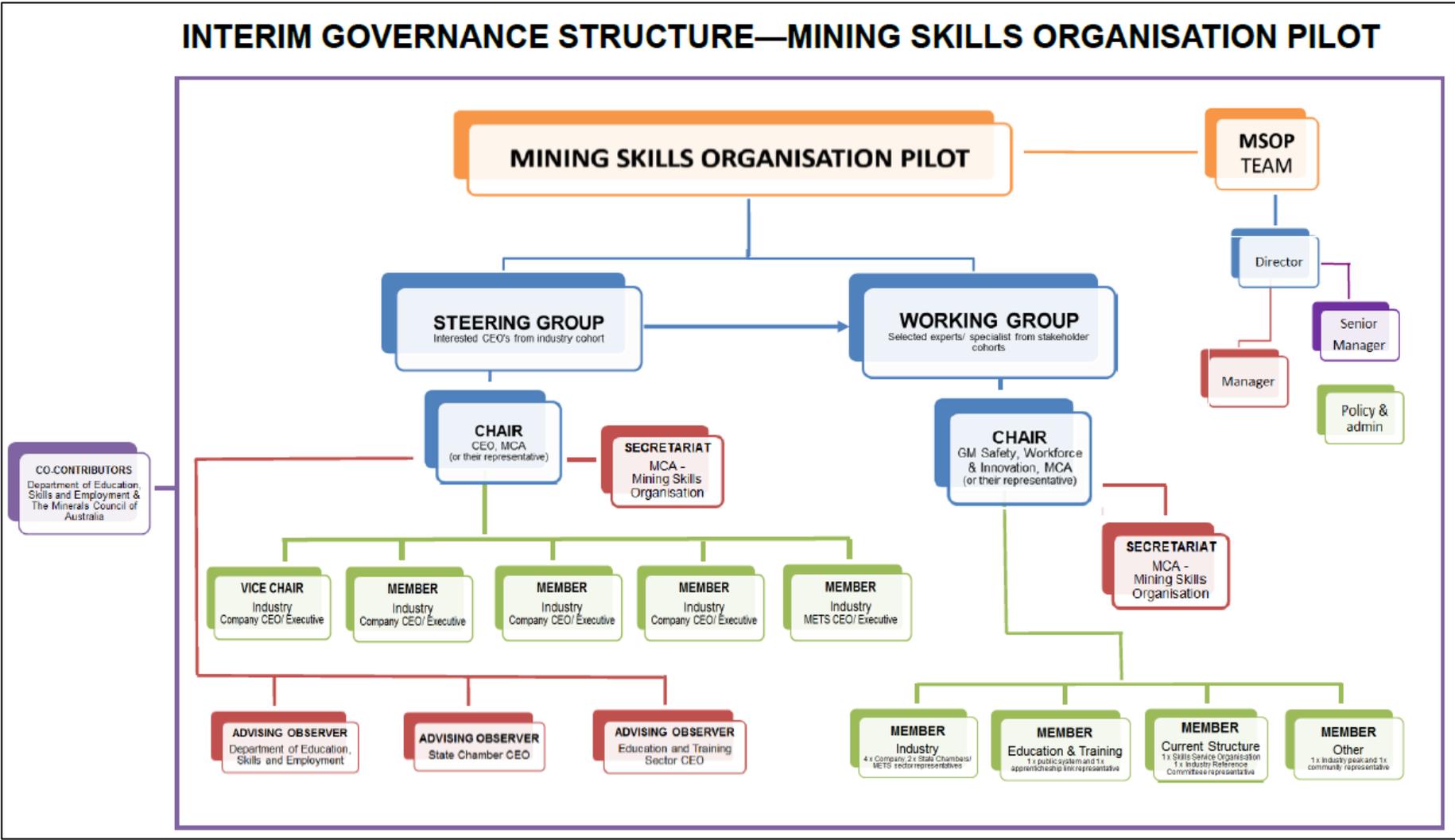
CAPABILITY AND CAPACITY TO DELIVER

Proposed approach to deliver services/outcomes required

Special skills/knowledge

Reporting

Critical timelines

Independence from MSOP project hubs

Additional information

COMPANY OVERVIEW

Company details

Key contact

Authorised person

Project team

TABLE OF FEES, EXPENSES AND COSTS

Prepare and attach a table of fees, expenses and costs, GST exclusive. Figure1 below provides an example table.

Figure 1: table of contract costings

Name and title/role	Contribution	Hourly rate	Estimated hours	Total cost

NOMINATED REFEREES

DECLARATION

I/We quote to provide the services described in the RFQ at the GST exclusive prices specified in the quotation

I/We undertake to provide evidence of insurance policies if selected as the preferred vendor prior to entering into a contract with the MCA

I/We declare that I/We agree to the any special conditions of RFQ at Section 2

I/We declare that all information required as stipulated in Section 1 and Section 2 of the RFQ has been included in the quotation

I/We declare that all information and evidence provided in the quotation is true and correct

I/We declare that I/We have the legal authority to be a signatory for this quote.

NB: electronic signatures are accepted for this quotation. Complete the information and return electronically to MiningSkillsPilot@minerals.org.au

Signature:

Full Printed Name:

Title/Position:

Date: