

GUIDE FOR THE PREPARATION OF AN ABORIGINAL PARTICIPATION PLAN

Aim of Guide

This Guide is intended to provide assistance to tenderers and contractors in preparing an Aboriginal Participation Plan. It also provides a guide to agencies in preparing background information for tenderers and contractors.

The Guide addresses the essential points on p. 8 of the *Aboriginal Participation in Construction Guidelines*. It is to be used in conjunction with the model Aboriginal Participation Plan located on the Department of Commerce's Procurement website.

As stated in the Guidelines, an Aboriginal Participation Plan is required of all tenderers for Category 1 projects, but only of the successful tenderer for Category 2 and 3 projects.

Pre-tender Meetings

It is strongly recommended that agencies hold a pre-tender meeting for all Category 1 projects to ensure that tenderers are adequately informed about Aboriginal employment assistance programs, local Aboriginal issues and of the availability of Aboriginal construction companies, tradespeople and potential trainees in the project area.

The Department of Aboriginal Affairs can provide advice to agencies and tenderers in making such contacts and in organising pre-tender meetings. Telephone numbers for the Sydney and regional offices of the Department of Aboriginal Affairs can be obtained from www.daa.nsw.gov.au

Typical Aboriginal Participation Plan inclusions

It is important that each Aboriginal Participation Plan is project-specific and based on a high level of contact with local Aboriginal stakeholders.

Name of Plan

The Aboriginal Participation Plan (the Plan) should be clearly identified, with the correct name of the project or contract, the category of the project, and the agency project and contract number.

Authority for initial issue

The name and signature of a senior manager in the firm should be included at the front of the Plan in a statement such as: "This Aboriginal Participation Plan is issued with the authority of John Smith, Managing Director of XYZ Constructions Pty Ltd on 1 May 2007".

The Plan should state the name and contact details of the contractor's project manager, or the member in management responsible for the implementation and monitoring of the Plan.

Plan issue status and authorisation

The Plan can be expected to change during the course of the project when circumstances change significantly. The reasons for this may include the identification of additional Aboriginal resources for the contract finishing trades during the early phases of the project.

The latest version of the Plan should, therefore, be identified with its release status in accordance with the document control procedure in the contractor's quality management system. They should be signed by the contractor's project manager or contract manager.

A typical setout for the issue status is as follows:

Issue No.	Date	Amendment	Manager's name	Signature

Contractor's existing Aboriginal employment

Details of the contractor's existing Aboriginal workforce should be provided in the Plan. The relevant details should include the positions in which Aboriginal people are currently employed by the contractor, the period over which individual Aboriginal staff have been employed, and whether the relevant positions are permanent, temporary, full-time, part-time, or casual.

Communications strategy with Aboriginal community

It is a requirement for the tenderer or contractor to state in its Plan how it will communicate with the local Aboriginal community to ascertain the availability of potential Aboriginal workers, including subcontractors, labourers, cadets and apprentices.

However, before preparing a Plan, the tenderer or contractor should ascertain what communication has occurred between the government agency undertaking the work and local Aboriginal communities on the specific project or projects in general.

Agencies responsible for the tender are strongly recommended to first make contact with local Aboriginal communities via the Department of Aboriginal Affairs to ascertain the capacity of the local community to provide skilled tradespeople and/or trainees and apprentices for the project.

Further communications by the tenderer or contractor should be undertaken in consultation with the Department of Aboriginal Affairs and extend from this early work rather than being undertaken in isolation.

Such communications can include discussions of opportunities for non-construction involvement by Aboriginal people on the project, such as providing food to a remote site, cleaning of the site, or training for construction workers on culturally significant issues related to the site.

Opportunities for Aboriginal people to be employed on the project can be advertised in newspapers local to the project.

In cases where the agency conducts a pre-tender meeting it is recommended that Aboriginal businesses or persons seeking work on the project be invited to the meeting, along with Job Network and other employment services in the region. This will provide opportunities for tenderers to make direct contact with potential project personnel.

The tenderer's or contractor's communication strategy can include arrangements to meet with interested local Aboriginal tradespeople and subcontractors to ascertain their skill level, project experience and availability for the project.

The person/s nominated by the tenderer or contractor to undertake communication with the Aboriginal community should have experience in working with Aboriginal people. This may necessitate the contractor contacting the Department of Aboriginal Affairs for advice on protocols.

Identifying opportunities in the supply chain

It is important to identify opportunities for Aboriginal employment with potential subcontractors, including design subcontracts, and suppliers that are not Aboriginal-owned, where the subcontract documentation includes reference to the *Aboriginal Participation in Construction Guidelines*.

Identified subcontractor and supplier opportunities should be included in the initial and subsequent issues of the Aboriginal Participation Plan.

Action and Resource Plan

Following discussions with the community and subcontractors, the tenderer and contractor should be in a position to develop a plan of the expected number of subcontractors and/or apprentices and others who can be employed on a project on either a part-time or full-time basis.

The following is an example of a table used to depict the number of Aboriginal people planned to participate in a project at Wollongong:

Number of Aboriginal people	Full-time equivalent duration	Opportunity	Location of Aboriginal person/enterprise
1	2 months	Mainstream employment of a design draftsman to undertake design development.	Wollongong
4	1 month	Traineeships in the area of horticulture, and project programming.	Nowra
3	3 months	Apprenticeships in plastering and plumbing	Sydney
6	2 months	Mainstream employment in an electrical subcontractor firm.	Wollongong
1	2 weeks	Employment of a site environmental officer.	Albion Park

Table 1

Examples of Key Performance Indicators

Agencies are encouraged to include some or all of the following performance indicators in the reporting requirements for successful tenderers on all projects requiring Aboriginal participation.

1. Percentage of Aboriginal people employed as a proportion of total employment by the enterprise and on the project.
2. Number of Aboriginal people employed by enterprises working on the project.
3. Percentage of contracts and/or subcontracts awarded to Aboriginal enterprises as a proportion of the total contracts awarded for the project.
4. Number of contracts and/or subcontracts awarded to Aboriginal enterprises working on the project.

5. Total dollar value of contracts and/or subcontracts awarded to Aboriginal enterprises working on the project.
6. Number of public meetings about the project held with local Aboriginal community stakeholders.
7. Number of apprenticeships, cadetships and/or traineeships for Aboriginal people created by the enterprise and/or on the project.*
8. Length of time that individual apprentices, cadets and/or trainees of Aboriginal people were employed by the enterprise and/or on the project.*
9. Number and type of opportunities for employment, training and business development for Aboriginal people and/or enterprises that extend beyond the project.

* having regard to the requirements of the NSW Government *Training Management Guidelines* available from the Procurement section of the Department of Commerce website at: www.commerce.nsw.gov.au

Contractor monitoring and recording results

During the course of the contract, the contractor is required to keep a record of the Aboriginal workforce actually engaged on the project to monitor progress with respect to the key performance indicators used. The basic numbers may be reported using a table similar to the following. This should include subcontractor, subconsultant and supplier opportunities as obtained.

Number of Aboriginal people	Full-time equivalent duration	Period employed	Work undertaken	Subcontractor/Subconsultant/Supplier (if applicable)
1	2 months	2/2007 – 4/2007	design draftsperson	
2	2 months	4/2007-6/2007	labourer	
3	1 month	6/2007	Traineeships in the area of horticulture.	
5	3 months	6/2007 – 12/2007	Apprenticeships in plastering and plumbing	
2	2 months	10/2007 – 12/2007	electrical subcontractor	
1	2 weeks	4/2007 – 8/2007	Employment of a site environmental officer.	

Table 2

Training outcomes

Specific training for Aboriginal people on the project should be recorded according to the instructions provided in the NSW Government *Training Management Guidelines*.