

Template for an:

ABORIGINAL PARTICIPATION PLAN

[CONTRACTOR'S ADDRESS BLOCK]

[DATE]

NAME OF PROJECT:

ABORIGINAL PARTICIPATION CATEGORY:

CONTRACTING AGENCY & PROJECT NO:

CONTRACT NO.:

NAME OF PROJECT MANAGER [*or person responsible for implementation and monitoring of the Plan*]:

AUTHORITY FOR INITIAL ISSUE:

This Aboriginal Participation Plan is issued with the authority of [*insert name*], [*insert senior management title*] of [*insert company name*] on [*insert date*].

PLAN ISSUE STATUS AND AUTHORISATION:

Issue No.	Date	Amendment	Name of Contract/Project Manager	Signature

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CONTRACTOR'S EXISTING ABORIGINAL EMPLOYMENT

Please provide details of the contractor's existing Aboriginal workforce.

Position Title	Period of Employment	Permanent or Temporary?	Full-time, Part-time or Casual?

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COMMUNICATIONS STRATEGY WITH ABORIGINAL COMMUNITY

1. *What contact has the contractor made with the contracting agency and/or 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?*
2. *Does the person/s nominated by the contractor to undertake communication with the Aboriginal community have experience in working with Aboriginal people? Please provide details.*
3. *How will the contractor communicate with the local Aboriginal community to ascertain the availability of potential Aboriginal workers, including subcontractors, labourers, cadets and apprentices?*
4. *Has the contractor identified 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? Please provide details.*
5. *Has the contractor made arrangements to meet with interested local Aboriginal tradespeople and subcontractors to ascertain their skill level, project experience and availability for the project? Please provide details.*

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IDENTIFYING OPPORTUNITIES IN THE SUPPLY CHAIN:

If the subcontract documentation includes reference to the Aboriginal Participation in Construction Guidelines, has the contractor made efforts to identify opportunities for Aboriginal employment with potential subcontractors, including design subcontracts, and suppliers that are not Aboriginal-owned? Please provide details.

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

ACTION AND RESOURCE PLAN:

Please provide details of the expected number of subcontractors and/or apprentices and others who can be employed on the project on either a part-time or full-time basis, as well as the expected duration of the work allocated, the nature of the work opportunity (including the anticipated period during which the work will be undertaken), and the location of the Aboriginal person or enterprise.

Number of Aboriginal people	Full-time equivalent duration	Opportunity	Location of Aboriginal person/enterprise

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CONTRACTOR MONITORING AND RECORDING RESULTS:

The table below provides an example of the format to be followed by the contractor to record the Aboriginal workforce actually engaged on the project. The final reporting format should incorporate the Key Performance Indicators identified by the contracting agency for the project.

Number of Aboriginal people	Full-time equivalent duration	Period employed	Work undertaken	Subcontractor/Subconsultant/Supplier (if applicable)

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.