TfNSW Social Procurement Workforce Toolkit - Social Procurement Workforce Plan template

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Template – Applicable to Infrastructure and Place

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# Introduction

Major infrastructure projects require a large and diverse skills, goods and services to deliver their intended outcome successfully. There is also an increasing focus for Transport for NSW (TfNSW), to maximise the economic, social and environmental benefits of the considerable investment associated with major infrastructure projects.

Targeted employment and supply chain participation opportunities for specific population groups, enterprises and businesses across Metropolitan and Regional NSW are achieved in the project using strategic procurement practices.

The Social Procurement and Workforce Plan has been developed to outline key opportunities for projects to contribute to jobs growth and economic development of disadvantaged and diverse communities and businesses in NSW. The contractor must develop, implement and maintain a Social Procurement Workforce Plan (SPWP) which identifies how the contractor will comply with the SPW requirements of the contract. The plan should outline some specific actions and deliverables that will help deliver the Social Procurement Workforce Targets. The SPWP must be submitted to the Principal’s Representative as required by TSR Annexure A, A1 clause 2.1 of the contract, 30 business after the contract date.

The SPWP must provide details of the contractors approach and methodology for the delivery of SPW requirements including:

1. Social Procurement
2. Aboriginal Participation
3. Industry Skills Legacy Program (ISLP) and Learning Workers
4. Increase workforce diversity and inclusion; and
5. Inspiring future talent.

# Abbreviations and definitions

All terminology in this document is taken to mean the generally accepted or dictionary definition with the exception of the following terms which have a specifically defined meaning:

| **Term** | **Definition** |
| --- | --- |
| **Aboriginal Person** | As defined by the *NSW Aboriginal Land Rights Act 1983* (as amended) is a person who:* is a member of the Aboriginal race of Australia, and
* identifies as an Aboriginal person, and
* is accepted by the Aboriginal community as an Aboriginal person.
 |
| **Aboriginal Owned Business** | Is one that is owned - at least 50%, managed and controlled by Aboriginal or Torres Strait Islander persons and certified as such by:* NSW Indigenous Chamber of Commerce, or
* Supply Nation
 |
| **APiC** | Aboriginal Participation in Construction Policy 2018 |
| **Apprentice** | A person who has been employed by the organisation in a recognised trade vocation and who has entered into a training contract with his/her employer under the *Apprenticeship and Traineeship Act 2001*.  |
| **Culturally and Linguistically Diverse (CALD)** | A broad inclusive descriptor for communities with diverse language and ethnic background, nationality, dress, traditions, food, societal structures art and religion characteristics |
| **Disadvantaged, disabled and under-represented groups** | People or groups that are in unfavourable circumstances, especially with regard to financial, employment or social opportunities. This may include but is not limited to Aboriginal persons, youth, long term unemployed, people with a disability, refugees, CALD persons and persons needing to develop skills to become work ready. |
| **Full Time Equivalent (FTE)** | The hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. An FTE is defined as the number of hours in a standard work week. Calculated for an 8hrs per day, the full-time work week is 40 hours. |
| **Graduate** | A person who has successfully completed a course of study or training, who has been awarded an undergraduate or first academic degree. |
| **Humanitarian Refugee** | Any person who has arrived in Australia on a refugee visa from 1 December 2011, aged 18 to 55, and people seeking asylum who are aged 18 to 55 and are currently living in the community. The definition aligns with the NSW Governments Refugee Employment Support Program eligibility requirements. |
| **Indigenous** | The term Indigenous is used to refer to Australian Aboriginal and Torres Strait Islander people. According to the most widely adopted definition of Aboriginal and Torres Strait Islander (the “Commonwealth working definition”) |
| **ISLP** | Industry Skills Legacy Program |
| **Learning Worker** | Apprentices, Trainees (completing a learning contract) and workers, current and new, who are updating their qualifications to meet the needs of the infrastructure project. This includes full and part qualification training. This does not include training required by legislation, associated regulations, standards and accreditations or in the various approvals, licenses and permits that may be necessary for commencement, implementation and control of the Works, Temporary Works and Contractor Activities. |
| **Local Business** | Businesses including Small Medium Enterprises located within the community where the Works are being conducted |
| **Local People** | From defined local/regional communities seeking employment |
| **Persons with a Disability** | People who identify with a disability who have identified impairments and/or medical conditions specified by the *Disability Discriminations Act (Cwth) (DDA)* |
| **TfNSW** | Transport for New South Wales  |
| **Priority Group** | Persons and/or groups of persons identified as being a key focus for provision of opportunities by the project in the current Australian workforce |
| **Project Delivery Package** | A specific package/s of work tendered separately due to speciality, geography or size or scope. |
| **Contract Value** | Expenditure within the scope of the design and construction areas of the Project Delivery Package. Unrelated design and construction costs such as property acquisition, legal fees, and specialised capital equipment are excluded. |
| **Project Workforce** | Total number of full time equivalent (FTE) people employed in Australia by a contractor and subcontractors to deliver the specific Project Delivery Package |
| **Small Business** | A small business is an Australian and New Zealand based firm that have an annual turnover of under $2 million in the latest financial year |
| **Small to Medium Enterprise** | A small to medium enterprise is defined in the NSW Government Procurement: Small and Medium Enterprises Framework as ‘a small and medium enterprise from NSW, other states and territories of Australia and New Zealand, with up to 200 full time equivalent employees’ |
| **SME** | Small to Medium Enterprise |
| **Social Procurement** | Outcome of integration of Social Procurement with workforce selection by focusing on developing the workforce through: generation of employment opportunities, development of workforce capacity and capability, and the embedding of fair employment practices for the benefit of local communities |
| **SPW** | Social Procurement Workforce |
| **SPWP** | Social Procurement Workforce Plan |
| **Trainee** | A person who has been employed in a recognised traineeship vocation and who has entered into a training contract with his/her employer under the *Apprenticeship and Traineeship Act 2001* |
| **Women in Non Traditional Roles / Professions** | Women working in technical or operational fields such as mining, construction, or utilities, with trade or higher education qualifications in the areas of Building and Construction, Architecture, Engineering, Surveying, Business, Economics and Law or a part of the senior leadership team at Tier 1-4 of organisational structure. |
| **Work Placement** | Work placement involves connecting contractors with students studying a VET course to enable them to use the skills they learn in their vocational subjects in their relevant industry. This helps students be productive and profitable for employers post studies and ultimately helps tackle problems of youth unemployment by inspiring students and setting them up for success. |
| **Youth Unemployment** | Generally refers to people aged 15 to 24 years not studying and seeking full-time work. |

# Social Procurement Workforce Targets

Table 1 Social Procurement Workforce Targets.

| Category / target | Guidance  | Target |
| --- | --- | --- |
| Aboriginal and Torres Strait Islander – Contractor Personnel | % of personnel engaged by the contractor who identify as Aboriginal and Torres Strait Islander | 2.5% |
| % of Aboriginal personnel engaged by the contractor retained for over 12 months | 50% |
| % of workers responsible for the supervision of Aboriginal personnel who have attended Aboriginal Cultural Awareness | 100% |
| Aboriginal and Torres Strait Islander – Contract Spend | % of contract sum spent on Aboriginal participation, in accordance with the ‘NSW APiC Policy, June 2018 | 3% |
| % of contract sum spent on Aboriginal participation, in accordance with the ‘NSW APiC Policy, June 2018’ used on direct spend | 50% |
| Apprentices | % of trades positions on project made up of apprentices or trainees | 20% |
| Young People Under 25 | % of overall workforce were aged under 25 years of age at the date of engagement on the project | 8% |
| Learning Workers | % of the overall workforce made up of Learning Workers | 20% |
| Women in Non Traditional Roles / Professions | % of the overall workforce made up of women in non-traditional roles | 2% |
| Other disadvantaged, disabled and underrepresented groups | % of the overall workforce from disadvantaged, disabled and underrepresented groups | 5% |
| % of Contractors personnel who identify as having a disability | 1.5% |
| % of contract sum awarded to people with disability enterprises including at least two contracts | 1.5% |
| % of contract sum spent on indirect activities or social enterprises that benefit disadvantaged or underrepresented groups | 1% |
| Work Placements | Number of work placements completed or in progress on the project | 2 |
| Graduates | Number of work placements completed or in progress on the project | 2 |

# Social Procurement Workforce Template

The SPWP must, as a minimum, address and detail:

## Contractor Introduction and Commitment

Outline relevant contractor policies, memberships and/or vision to social procurement, industry participation and/or diversity and inclusion

## Project Team Structure and key personnel

The overall project organisation team structure and lines of responsibility relating to Social Procurement Workforce including the details of the key personnel delivering these initiatives.

## Social Procurement Deliverables

The following section should outline the strategy and plan to deliver the Social Procurement Workforce initiatives throughout the delivery phase of the contract.

### Aboriginal Participation in Construction - Participation

How will Aboriginal persons be engaged and employed on the project and what actions are to be taken to ensure the compliance and support of sub-contractors:

Please outline:

* include strategy and plan here

### Aboriginal Participation in Construction – Contract Spend

How will Aboriginal businesses be sourced and engaged into the supply chain and what actions are to be taken to ensure the compliance and support of sub-contractors:

* include strategy and plan here

### Apprentices / Trainees

How will apprentices and/or trainees be engaged on the project and what opportunities will be provided to them:

* include strategy and plan here

### Young People under 25

What strategy will be implemented to engage and employ young persons under 25 on the project?

* include strategy and plan here

### Learning Workers

Outline the strategy for new entrants and existing personnel to develop their skills through accredited training:

* include strategy and plan here

### Women in Non-Traditional Roles

How will women be engaged in non-traditional roles and identify project opportunities

* include strategy and plan here

### Other disadvantaged, disabled and underrepresented groups - Participation

Measures how will the disadvantaged, disabled and underrepresented groups be engaged and employed on the project and what actions are to be taken to ensure the compliance and support of sub-contractors:

* include strategy and plan here

### Other disadvantaged, disabled and underrepresented groups – Contract Spend

Outline how will social and disability enterprises be sourced and engaged into the supply chain and what actions are to be taken to ensure the compliance and support of sub-contractors:

* include strategy and plan here

### Work placements

Outline strategy on how work placements will be incorporated on the project

* include strategy and plan here

### Graduates

Outline strategy on how work placements will be incorporated on the project

* include strategy and plan here

### Funding Sources

Outline what funding is available to support the project

* include strategy and plan here

### Key Stakeholders

Advise which key stakeholders you will engage and the role they will play to support you deliver the initiatives

* include strategy and plan here

### Systems and Reporting

Outline the systems, processes and reporting methods that will be used to support the management of SPW management

* include strategy and plan here

# Related documents and references

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| Related documents and references |
| https://www.procurepoint.nsw.gov.au/system/files/documents/apic\_policy\_june\_2018\_final.pdfhttps://arp.nsw.gov.au/pbd-2017-05-construction-training-and-skills-developmenthttps://www.training.nsw.gov.au/programs\_services/funded\_other/islp/index.htmlhttps://www.isca.org.au/ |