



## Aboriginal Participation Plan Template

The Aboriginal Procurement Policy (2021) requires that suppliers submit an Aboriginal Participation Plan for all projects valued at \$7.5m or above with their tender documents.

The SME and Regional Procurement Policy (2021) requires that suppliers submit an SME & Local Participation Plan which references SME and NSW specific content for all goods and services contracts valued at \$3m or above.

Contracting agency	TAFE NSW
Project Name & ID	Name and ID number as per NSW tendering
Project Location	Suburb and postcode or region where project will take place
Project start date	If known, or estimate
Expected project end date	
Supplier name and contact details	
Supplier ABN	
Are you an Aboriginal business?	If no, please skip next question
Is your business recognised as an Aboriginal business by:	Please tick appropriate response: <input type="checkbox"/> Supply Nation <input type="checkbox"/> NSW Indigenous Chamber of Commerce <input type="checkbox"/> None of the above

### For suppliers:

**Commitments in red** will be contractually binding should you be chosen as the supplier.

Plans will be finalised with the agency contact upon contract award and suppliers will be required to report progress against the plan quarterly.

### Aboriginal Participation requirements

Estimated contract value	Indicate estimated \$ value of contract (eg: \$8,300,000)
Exclusions	List the exclusion items and approximate value of the exclusion that you will be seeking to negotiate with the contracting agency. For example: <ul style="list-style-type: none"> <li>• Lease of land adjacent to project site: \$80,000</li> <li>• Hire of construction machinery: \$50,000</li> </ul>

Project value	The project value is the contract value minus the proposed exclusions. For example: \$8,300,000 - \$130,000 = \$8,170,000 (project value).
Minimum Aboriginal participation percentage	This will be a minimum of 1.5% of the project value or project workforce.
Value of Aboriginal participation	1.5% of the project value (or higher) – eg, \$8,170,000 x 1.5% = \$122,550
<b>Plan to meet Aboriginal participation requirements</b> (if you are an Aboriginal business, you do not have to proceed further on this form). Aboriginal participation requirements may be met in the following ways: <ul style="list-style-type: none"> <li>• A minimum 1.5% of project value directed toward Aboriginal businesses through sub-contracting</li> <li>• A minimum 1.5% of the project workforce to be Aboriginal people across the life of the project</li> <li>• A minimum 1.5% of the project value directed toward capability and capacity building of Aboriginal people or businesses</li> <li>• Or, a combination of these options.</li> </ul>	
Subcontracting	If you are sub-contracting all or part of the Aboriginal participation requirement, your plan should include the following: <ul style="list-style-type: none"> <li>• The portion of Aboriginal participation that will be directed to Aboriginal businesses through sub-contracting.</li> <li>• Clearly identify opportunities for Aboriginal businesses in your supply chain.</li> <li>• Methods for identifying Aboriginal businesses and clear communicating opportunities.</li> <li>• You could include identifying Aboriginal businesses that your organisation will sub-contract in the delivery of the project.</li> <li>• You could demonstrate an existing relationship with local stakeholder groups such as Local Aboriginal Land Councils or commit to develop a work relationship with specified stakeholders by a certain date if successful.</li> </ul>
Employment	Total estimated project workforce (FTE): Estimated Aboriginal FTE: eg, total workforce x 1.5% (or percentage agreed). Your plan should include: <ul style="list-style-type: none"> <li>• Clearly identified roles for Aboriginal employees and the skills required for these roles. Where possible, the majority of the roles should be central to the goods/services being delivered and located with local communities.</li> </ul> Identify ways to source suitable Aboriginal candidates, for example, through collaboration with employment service providers, consulting with Local Aboriginal Land Councils or local Aboriginal community controlled organisations, advertising through Aboriginal owned media outlets or hosting community information sessions.
Education, training or capability building for Aboriginal staff or businesses	If you are directing some or all of the Aboriginal participation requirement to education, training or capability building for Aboriginal staff or businesses, your plan should include: <ul style="list-style-type: none"> <li>• The portion of the Aboriginal participation requirement that will be directed in this manner.</li> <li>• Ways that you plan to retain and train Aboriginal employees for the role and ongoing development, for example, a mentoring or professional development program for Aboriginal employees, commitment to building cultural capability within the workplace which may include training of existing staff or working with Reconciliation Australia to agree a Reconciliation Action Plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Courses or costs you plan to support for Aboriginal employees.</li> <li>• Ways that you plan to build capability for Aboriginal businesses that are contributing directly to the project. For example, supplier diversity programs, business mentoring programs, assessing local Aboriginal business capability.</li> </ul>
<b>Past Aboriginal participation compliance history</b>	
<p>Please indicate whether your business is currently, or has previously been, subject to Aboriginal participation requirements on a NSW Government project and if so, please indicate how it has performed against its commitments.</p>	<p>If your business is currently or has previously been subject to Aboriginal participation requirements, please advise the project, contracting agency, participation requirements and the businesses performance against the requirements (were the commitments met? If not, why not etc).</p> <p>If your business has no experience with Aboriginal participation requirements, evidence can be provided of your businesses commitment to Aboriginal employment or use of Aboriginal suppliers through:</p> <ul style="list-style-type: none"> <li>• Previous track record of Aboriginal employment and use of Aboriginal suppliers, including by providing examples or case studies.</li> <li>• A Reconciliation Action Plan (RAP) or similar that provides a business commitment to Aboriginal employment and Aboriginal supplier targets.</li> </ul>