

Indigenous Participation Plan Development and Evaluation Guidance

The following guidance is provided to assist Defence officials and contractors in understanding what elements should be included within an Indigenous Participation Plan (IP Plan) and what should be considered in the assessment of an IP Plan.

1. Understanding of the Commonwealth Indigenous Procurement Policy – Mandatory Minimum Requirement (MMRs) for Indigenous Participation (refer to IPP Section 4)

IP Plan	Assessment Notes
<input type="checkbox"/> Clear identification of whether the contractor will deliver: <ul style="list-style-type: none"> • Contract-based; OR • Organisation-based, requirements. 	IPP requires contractor to nominate one or the other. <u>Not</u> both.
<input type="checkbox"/> Clear specification of the correct percentage for Indigenous participation of either: <ul style="list-style-type: none"> • 4% (Contract-based); OR • 3% (Organisation-based). 	IPP requires that the contractor includes either a 4 % (Contract-based); or 3 % (Organisation-based) Indigenous participation. A commitment to higher percentages should be noted as contributing more to the IPP outcomes and assessed accordingly.
<input type="checkbox"/> Clear specification of whether the percentage for Indigenous participation will be met through: <ul style="list-style-type: none"> • Employment; OR • Supply chain; OR • A combination of both employment and supply chain. 	There is no specific preference as to whether the contractor chooses employment and/or supply chain. See guidance below for what should be provided for both employment and supply chain.
<input type="checkbox"/> Where the contract will be delivered in 'Remote Area/s' the contractor has clearly identified ' <u>significant</u> ' (as a percentage) Indigenous employment and/or supplier use. Note: Remote Area is defined by the map: https://www.niaa.gov.au/resource-centre/indigenous-affairs/ripp-map-data	The IPP defines 'significant' as being in regard to the size of the local Indigenous population relative to the non-Indigenous population and the nature of the contracted goods and services. Where a contract will be delivered in several 'Remote Areas', the contractor should commit to 'significant' outcomes for each geographically distinct area. This could be defined as areas having clearly different Indigenous communities or local Indigenous business offerings.
<input type="checkbox"/> Demonstrated understanding that the MMRs are mandatory.	Statements alluding to using 'reasonable endeavours' to meet the requirements would suggest a lack of understanding. The MMRs are mandatory and must be met in the initial term of the contract otherwise the contractor will likely be assessed as being non-compliant.
<input type="checkbox"/> Demonstrated understanding that the MMRs are an integral component of the	The IP Plan must demonstrate an Organisational awareness of the IPP and how the MMRs contribute to the IPP outcomes.

	Commonwealth IPP and what the policy aims to achieve.	Value may be added by linking this to the broader aims of the Australian Government with respect to Indigenous Affairs.
<input type="checkbox"/>	Demonstrated understanding and provisions for conducting the mandatory performance reporting requirements associated with the MMRs.	<p>The IPP requires that the contractor reports quarterly on their performance against the requirements of their IP Plan, within an electronic reporting system.</p> <p>The system is called the Indigenous Procurement Policy Reporting Solution (IPPRS); and has a separate portal for the contractor to enter their performance reports. Contractors are required to report on a quarterly basis.</p>

2. Employment Targets

Where a contractor is proposing employment targets at either the 'Organisation level' or at the 'Contract level' the following points should be addressed within the IP Plan.

IP Plan		Assessment Notes
<input type="checkbox"/>	Demonstrated organisational experience and commitment to Indigenous employment.	<p>Experience and commitment to Indigenous employment is demonstrated through:</p> <ul style="list-style-type: none"> • A previous track record of Indigenous employment, rather than no previous record; • A Reconciliation Action Plan (RAP) (or similar) that provides an Organisation commitment to Indigenous employment targets. • Assessors should note that a good RAP will follow the Reconciliation Australia Framework and be a higher level (Stretch or Elevate) https://www.reconciliation.org.au/reconciliation-action-plans/ and not be tokenistic (i.e. developed just for the tender/contract) • Case studies of Indigenous employment within the Organisation.
<input type="checkbox"/>	Identify suitable roles for Indigenous Australians and the skills required.	<p>Clearly identified roles for Indigenous Australians and the skills required for these roles should be identified.</p> <p>The majority of the roles should be central to the goods/services being delivered through the contract, rather than tokenistic roles (in some sectors this may not be possible / feasible).</p> <p>Where possible the roles should be within communities local to the contract delivery (may not be feasible for some contracts).</p>
<input type="checkbox"/>	<p>Identify methods to source suitable Indigenous candidates, such as:</p> <ul style="list-style-type: none"> • Engage job active providers, Indigenous employment programs; 	Clearly identified methods for sourcing suitable Indigenous candidates should be demonstrated.

	<ul style="list-style-type: none"> • Targeted advertising of vacancies to Indigenous communities; • Engagement with local Indigenous community / traditional owners. • Use of networks or word of mouth; • Engagement with schools, universities, including Indigenous units, careers trackers, and providing scholarships; • Indigenous worker databases; • Community information sessions; • Supply Nation listed Indigenous Recruitment Companies. 	<p>The methods should be relevant to the type of roles; location of the roles and the types of goods/services being delivered.</p> <p>Value should be placed where Organisations are able to demonstrate <u>existing</u> relationships (i.e. with job providers, universities) or experience / ongoing track record in engaging or funding these types of programs or initiatives.</p>
<input type="checkbox"/>	<p>Identify training for Indigenous employees, such as:</p> <ul style="list-style-type: none"> • Partnering with Registered Training Organisations and Indigenous community organisations to support work readiness training; • Accessing government funding; • Supporting job seekers with other work-ready requirements; driver licensing, health checks, D&A checks; • Setting aside places in company training programs for Indigenous trainees. 	<p>Providing information within the IP Plan on how the organisation will train the Indigenous employees is not only necessary for the role but for ongoing development, particularly when using Organisation-based targets.</p>
<input type="checkbox"/>	<p>Identify ways to ensure Indigenous employee retention and development, including from junior into more senior roles, such as:</p> <ul style="list-style-type: none"> • Career pathways; including movement towards senior roles; • Flexibility in work agreements; • Mentoring: may be done internally or contracted to an external provider. 	<p>IP Plan should include measures to ensure the retention and development of Indigenous employees.</p>
<input type="checkbox"/>	<p>Demonstrated understanding of the potential barriers to employing Indigenous Australians and shows strategies for addressing these barriers.</p>	<p>Consideration of the potential barriers, such as local skill-base; security clearance; retention.</p> <p>Proposes some alternative strategies to address the barriers or the risks that barriers may impose.</p>
<input type="checkbox"/>	<p>Demonstrates a high level of cultural competence within their Organisation and within recruitment processes.</p>	<p>Organisations that have a high level of cultural competence may:</p> <ul style="list-style-type: none"> • Tailor recruitment processes to Indigenous candidates, such as the application, interview and onboarding processes. • Include cultural awareness training for supervisors and / or the non-Indigenous work population. • May have commitments to important Indigenous events such as NAIDOC Week (note: these types of commitments may be covered within their RAP)

3. Supply Chain

Where a contractor is proposing supply chain targets at either the Organisation level or at the Contract level the following points should be addressed within the IP Plan.

IP Plan	Assessment Notes
<input type="checkbox"/> Identifies as a corporate member of Supply Nation (or equivalent organisation assisting with supplier diversity).	<p>Corporate and Government Organisations members of Supply Nation pay an annual fee to receive expert services increase supplier diversity within their Organisation.</p> <p>When assessing look for a track record in engaging with Supply Nation:</p> <ul style="list-style-type: none"> • Participation in the Supply Nation Leadership Roundtable (only top tier spenders with Indigenous suppliers are invited to participate in this forum) • Attendance at Supply Nation events such as the annual Connect Conference, Trade Fairs, international conferences. • Supplier diversity awards.
<input type="checkbox"/> Clearly identified opportunities for Indigenous businesses to contribute to the supply chain.	<p>The IP Plan should clearly identify opportunities for Indigenous suppliers to form part of the supply chain. Consider the following:</p> <ul style="list-style-type: none"> • An Organisation with existing relationships with Indigenous suppliers demonstrates a stronger commitment than those only intending to 'investigate these relationships' after contract award. • Organisation commitment to grow their supply chain with additional Indigenous suppliers, rather than having no previous track record. • Purchasing for Indigenous suppliers that provide services that are core to the type of contract are favoured over tokenistic supply (however it is noted that this may not be possible or feasible for certain sectors of contract types).
<input type="checkbox"/> Clear methods for identifying Indigenous businesses and communicating opportunities, including: <ul style="list-style-type: none"> • Supplier Diversity Programs • Supply Nation; • Supplier briefings; • Business mentoring programs; • Corporate supply areas; • Assess local Indigenous capability • Indigenous worker databases • Community information sessions 	<p>The IP Plan should outline clear methods for identifying Indigenous suppliers.</p> <p>Many highly committed corporate organisations will have specific 'Supplier Diversity Programs' which may include / or directly target Indigenous businesses.</p> <p>Organisations with existing Supplier Diversity Programs and a long term track record of growing the Indigenous business sector, demonstrate more commitment than those who have no / limited track record.</p>
<input type="checkbox"/> Commitment to mentoring / other business support.	<p>The IP Plan should demonstrate a strong commitment to mentoring and providing other</p>

		<p>business support to Indigenous businesses through some of the following:</p> <ul style="list-style-type: none"> • Having a track record for supporting Indigenous businesses through mentoring and/ or other business support. • Individuals or the Organisation are voluntarily participating in mentoring programs to build the business skills of Indigenous individuals / businesses. • Where senior leaders (i.e. CEO) within the Organisation are championing and the use of Indigenous suppliers. • Organisation is involved in genuine joint venture initiatives aimed at growing Indigenous business. • All of the above should be backed up by evidence within the IP Plan.
<input type="checkbox"/>	Demonstrated understanding of the potential barriers to including Indigenous businesses within their supply chain and strategies for addressing these barriers.	<p>The IP Plan should show a genuine consideration and understanding of the barriers, such as payment terms; pre-qualifications; security; travel.</p> <p>It should also propose alternative strategies to address the barriers or the risks that barriers may impose.</p>

4. References

	Reference	Link
<input type="checkbox"/>	Commonwealth Indigenous Procurement Policy (Including Section 4 on MMRs)	https://www.niaa.gov.au/indigenous-affairs/economic-development/indigenous-procurement-policy-ipp
<input type="checkbox"/>	MMR Factsheet	https://www.niaa.gov.au/resource-centre/indigenous-affairs/mandatory-minimum-requirements-policy-guide
<input type="checkbox"/>	Changes to the IPP	https://www.niaa.gov.au/resource-centre/indigenous-affairs/changes-indigenous-procurement-policy
<input type="checkbox"/>	Indigenous Procurement Policy Reporting Solution help	https://www.pmc.gov.au/ipprs