# **Response Schedule X – Social Procurement Commitment Proposal**

**DRAFTING NOTE FOR AGENCY:**

This response schedule is effective as of (date) February 2025. It is designed to be used for government tenders of any value. Agencies may need to delete or modify schedules as appropriate.

**For all publicly funded construction projects valued at $20 million or more:** the Building Equality Policy (BEP) replaces the ‘women’s equality and safety’ objective. Agencies should use [the request for tender template for construction projects](https://www.buyingfor.vic.gov.au/request-tender-conditions-related-construction) instead of [Schedule 2.e: Employment targets – Women](#Schedule2EEmployWomen).

The Social Procurement Response Schedule is designed for inclusion in invitations to supply, as a standalone section of the procurement response schedules. The Social Procurement commitments in response schedules at section X.2 will form the Social Procurement Commitment Proposal at section X.3.

For support on developing the social procurement response schedule, contact social.procurement@dgs.vic.gov.au.

The clauses use generic language to minimise the need to align them with the language /terminology in the invitation to supply.

Key steps:

1. Ensure that the words or phrases in these clauses are consistent with the words or phrases used in this Invitation to Supply. For example, the words or phrases ‘Bidder’, ‘Agency’ and ‘Agreement’ may need to be changed.
2. Update the references to ‘Response Schedule X’ to reflect the structure of this Invitation to Supply.
3. Remove all drafting notes from this response schedule.

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## X.1 Social Procurement Framework Outcomes

The Agency has prioritised the Social Procurement Framework Outcomes selected in Table 1.

Bidders must respond to the Social Procurement Framework Outcomes when completing this Response Schedule X and developing their Social Procurement Commitment(s).

**DRAFTING NOTE FOR AGENCY:**

Key steps:

* + Tick the corresponding outcomes in Table 1, column ‘Outcomes prioritised by the Agency’
  + Delete all rows of Table 1 that are not being prioritised in this Invitation to Supply
  + Delete all drafting notes for the agency (highlighted in yellow)
  + Delete all unused response schedules.

### Table 1: Response Schedules and corresponding Social Procurement Framework Outcomes

**DRAFTING NOTE FOR AGENCIES:** There is one schedule for purchasing from Social Benefit Suppliers.

| Response Schedule | Social Procurement Objectives | Social Procurement Framework Outcomes | Outcomes prioritised by the Agency |
| --- | --- | --- | --- |
| [Schedule 1.a: Purchasing from Aboriginal businesses](#Schedule1APurchaseAboriginalBusiness) | **Opportunities for Victorian Aboriginal people** | Purchasing from Victorian Aboriginal businesses |  |
| [Schedule 1.b: Purchasing from social enterprises led by a mission for Victorians with disability or Australian Disability Enterprises](#Schedule1BPurchaseDisab) | **Opportunities for Victorians with disability** | Purchasing from relevant Victorian social enterprises and Australian Disability Enterprises |  |
| [Schedule 1.c: Purchasing from social enterprises led by a mission for Victorian priority jobseekers](#Schedule1CPurchasePriorityJob) | **Opportunities for Victorian priority jobseekers** | Purchasing from relevant Victorian social enterprises |  |
| [Schedule 1.d: Purchasing from Social Benefit Suppliers](#Schedule1DPurchaseSBS) | **Sustainable Victorian social enterprise and Aboriginal business sectors** | Purchasing from Victorian social enterprises and Aboriginal businesses, including Australian Disability Enterprises |  |
| [Schedule 2.a: Employment targets – Victorian Aboriginal people](#Schedule2EmployAboriginal) | **Opportunities for Victorian Aboriginal people** | Employment of Victorian Aboriginal people by suppliers to the Victorian Government |  |
| [Schedule 2.b: Employment targets – Victorians with disability](#Schedule1BPurchaseDisab) | **Opportunities for Victorians with disability** | Employment of Victorians with disability by suppliers to the Victorian Government |  |
| [Schedule 2.c: Employment targets – Victorian priority jobseekers](#Schedule2CEmployPriorJob) | **Opportunities for Victorian priority jobseekers** | Job readiness and employment for Victorian priority jobseekers by suppliers to the Victorian Government |  |
| [Schedule 2.d: Employment targets – Victorians living in regions with entrenched disadvantage](#Schedule2DEmployAreaDisadv) | **Sustainable Victorian regions** | Job readiness and employment for people in regions with entrenched disadvantage |  |
| [Schedule 2.e: Employment targets – Women](#Schedule2EEmployWomen) | **Women’s equality and safety** | Gender equality within Victorian Government suppliers |  |
| **Not applicable:** Corporate governance aligning with social procurement – Women’s quality and safety | **Women’s equality and safety** | Adoption of family violence leave by Victorian Government suppliers**\*** | N/A |
| [Schedule 3: Corporate Governance aligning with social procurement - Supporting safe and fair workplaces](#Schedule3SafeFair) | **Supporting safe and fair workplaces**† **NB: Not for procurements of $1 million or more.** | Purchasing from suppliers that comply with industrial relations laws and promote secure employment |  |
| [Schedule 4: Environmental goals](#Schedule4SustBP) | **Environmentally sustainable business practices** | Adoption of sustainable business practices by suppliers to the Victorian Government |  |
| [Schedule 4: Environmental goals](#Schedule4SustBP) | **Environmentally sustainable output‡** | Project-specific requirements to use sustainable resources and to manage waste and pollution |  |
| [Schedule 4: Environmental goals](#Schedule4SustBP) | **Environmentally sustainable output** | Use of recycled content in construction |  |
| [Schedule 4: Environmental goals](#Schedule4SustBP) | **Implementation of the Climate Change Policy Objectives** | Project-specific requirements to minimise greenhouse gas emissions |  |
| [Schedule 4: Environmental goals](#Schedule4SustBP) | **Implementation of the Climate Change Policy Objectives** | Procurement of outputs that are resilient against the impacts of climate change |  |

**\*** Access to paid family and domestic violence leave is now a requirement under the [National Employment Standards](https://www.fairwork.gov.au/leave/family-and-domestic-violence-leave). **Buyers are advised not to prioritise this outcome**, as it duplicates a legal requirement of all employers.

† **NOTE TO AGENCIES:** agencies should not select the Supporting Safe and Fair Workplaces objective (which has the ‘Purchasing from suppliers that comply with industrial relations laws and promote secure employment’ outcome) for procurements valued at $1 million or more, as the [Fair Jobs Code](https://www.buyingfor.vic.gov.au/fair-jobs-code) already automatically applies. This objective also overlaps with focus areas of the Victorian Supplier Code of Conduct. It is not usually recommended as a focus for procurement activity.

To submit the Social Procurement Commitment Proposal, the Bidder must:

* complete the corresponding schedule in Section X.2 – Social Procurement Response Schedules for each Social Procurement Framework Outcome identified in the above table as prioritised by the Agency.
* summarise all commitments made within the Section X.2 – Social Procurement Response Schedules into Section X.3 – Social Procurement Commitment Proposal.

The commitments summarised in Section X.3 represent the Bidder’s proposed Social Procurement Commitments.

* Once agreed with the Agency, the successful Bidder’s Social Procurement Commitments must be inserted into the contract entered into between the successful Bidder and the Agency (**Agreement**).

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| **DRAFTING NOTE FOR AGENCY:**  **Response schedule tables and commitments**  There are two types of tables in each response schedule:   * **Baseline assessment table:** Questions in this table are designed to help evaluate the supplier’s current practices. * **Social procurement commitment table:** Questions in this table are designed to help evaluate the Bidder’s social or sustainable procurement commitment(s). The commitments from the social procurement commitment tables are included in the Social Procurement Commitment Proposal at the end of this document.   Social procurement commitment questions encourage bidders to submit standardised commitments that:   * are consistent between activities and across Government; * can be effectively evaluated against commitments made by other Bidders * can be effectively monitored and reported (e.g. specific, measurable commitments)   If the agency is using the Victorian Management Centre for social procurement reporting purposes, custom commitments maybe entered into the platform; however, they may not be compliant with the Social Procurement Framework. They also cannot necessarily be reported on in the agency’s own annual report or via contributions to whole-of-government social procurement reporting.  If bidders submit custom commitments, Agencies should negotiate with the successful bidder to standardise their commitments. For example, a bidder wishing to offer several employment workshops may agree to standardise this commitment by specifying the number of hours it will take to run these workshops. |

## X.2 Social Procurement Response Schedules

**Note for Bidders:** The Bidder must complete the Response Schedule/s corresponding to the Social Procurement Framework Outcome/s identified in Section X.1 – Social Procurement Framework Outcomes. In completing the Response Schedule/s, the Bidder should note:

* Each Social Procurement Schedule includes definitions of relevant key words and phrases.
* Victoria’s Social Procurement Framework focusses on better outcomes for Victorians, Victorian businesses, and the environment. For example:
  + purchasing from businesses that operate and have business premises in Victoria, including certified Victorian social enterprises, certified Aboriginal businesses or Victoria based Australian Disability Enterprises
  + providing employment and/or training for Victorians, including Victorian Aboriginal people, Victorians with disability, and Victorian priority jobseekers
  + purchasing from businesses that demonstrate commitment to sustainable business practices through initiatives and programs.

For most Social Procurement Framework Outcome/s, information in the Bidder’s response that relates to other states or territories, or job outcomes for non-Victorians, will not contribute towards Social Procurement Framework outcomes.

* A social procurement commitment must be **s**pecific, **m**easurable, **a**chievable, **r**elevant, and **t**ime-bound (SMART). For example, if a Bidder identifies opportunities within their supply chain that can be outsourced to certified Victorian Aboriginal businesses, a SMART commitment can look like:
  + percentage of expenditure with Victorian Aboriginal businesses (out of total contract value) (%) = 3
  + expenditure with Victorian Aboriginal businesses ($) = $100,000

A commitment ‘to explore opportunities to purchase from Victorian Aboriginal businesses’ is not a SMART goal and will not be considered by the Agency.

* Commitments made by the Bidder to maintain pre-existing programs or initiatives may be a Social Procurement Commitment, but the Agency will be looking for improvements or expansions of programs or initiatives or specific additional outcomes when evaluating responses.

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| **DRAFTING NOTE FOR AGENCY:** Bidders can commit to building on existing programs or initiatives. However, these will most likely be custom commitments. If these commitments are evaluated and subsequently agreed, Agencies must include them in the contract and effectively manage them like other Social Procurement Commitments (e.g. supplier reporting on progress, verifying and maintaining records for compliance). |

### Schedule 1.a: Purchasing from Aboriginal businesses

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| **DRAFTING NOTE FOR AGENCY:**  If this Schedule is not identified in the table at Section X.1, delete the Schedule. |

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed.**

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

For the purpose of this Schedule:

**Aboriginal business** means a business that is verified by either Kinaway or Supply Nation and:

* is at least 50% Aboriginal and/or Torres Strait Islander-owned
* is undertaking a commercial activity
* that operates and has business premises in Victoria.

**Kinaway** means Kinaway Chamber of Commerce Victoria Limited (ACN 600 066 199).

**Supply Nation** means Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) (ACN 134 720 362).

**Baseline Assessment Table**

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| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| 1. Is the Bidder a certified Aboriginal business? |  |  | Instruction: If ‘YES’, attach evidence of certification. |
| 1. Does the Bidder currently procure goods or services from one or more Aboriginal businesses? |  |  | Instruction: If ‘YES’, provide the following details.   * Does the Bidder have an endorsed policy/program/plan/strategy to procure from Aboriginal businesses? Select from the following options * If yes, name the policy/program/plan/strategy:   + Please explain the key features: * Please provide last year’s total spend on certified Aboriginal businesses: * Please provide the details (name, ABN and spend) of those Aboriginal businesses the Bidder spent the most with over the last financial year (maximum of 3): |

**Social Procurement Commitment Table**

**Note for bidders:** If the Bidder answers ‘Yes’ to Question 3 of this Schedule, the Bidder is making a Social Procurement Commitment that must be outlined in **X.3** **Social Procurement Commitment Proposal** .

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| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **(DELETE the ones that you are not committing to)** |
| 1. Does the Bidder commit to spending/increase spending with Aboriginal businesses (through their supply chain) during the term of this Agreement? |  |  | One or more spend commitment(s) that will be delivered over the term of this Agreement are:   * Expenditure with Aboriginal businesses expressed as:   + Percentage of total contract value (%) *=* Click or tap here to enter text.   (or)   * + Expenditure dollar value ($) *=* Click or tap here to enter text.   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| Detail the action plan to achieve each commitment. Include relevant details, such as:   * How will the Bidder locate these Aboriginal businesses? * How many will the Bidder engage? * What are the names of these Aboriginal businesses? * What specific goods or services will they be supplying in relation to the procurement activity? * Detail any supporting initiatives: |

### Schedule 1.b: Purchasing from social enterprises led by a mission for Victorians with disability or Australian Disability Enterprises

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| **DRAFTING NOTE FOR AGENCY:**  If this Schedule is not identified in the table at Section X.1, delete the Schedule. |

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed.**

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

For the purpose of this Schedule:

**Australian Disability Enterprise** (ADE)means an organisation thatprovides ‘employment supports or services’ as defined by Part 5 of the Disability Services and Inclusion Act 2023 (Cth) and operates and has business premises in Victoria.

**Social enterprise** means an organisation has been certified by Social Traders and operates with business premises in Victoria.

**Social Traders** means Social Traders Limited (ACN 132 665 804).

**Baseline Assessment Table**

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| --- | --- | --- | --- |
| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| 1. Is the Bidder a social enterprise led by a mission for Victorians with disability or an Australian Disability Enterprise? |  |  | Instruction: If ‘YES’, attach evidence of certification (if applicable), and provide details of how the Bidder’s business delivers outcomes for Victorians with disability. |
| 1. Does the Bidder currently procure goods or services from social enterprises led by a mission for Victorians with disability or Australian Disability Enterprises? |  |  | Instruction: If ‘YES’, provide the following details.   * Does the Bidder have an endorsed policy/program/plan/strategy to procure from social enterprises led by a mission for Victorians with disability or Australian Disability Enterprises? Select from the following options * If yes, name the policy/program/plan/strategy:   + Please explain the key features: * Please provide last financial year’s total spend on social enterprises led by a mission for Victorians with disability or Australian Disability Enterprises: * Please provide the details (name, ABN and spend) of those social enterprises led by a mission for Victorians with disability or Australian Disability Enterprises the Bidder spent the most with over the last financial year (maximum of 3): |

**Social Procurement Commitment Table**

**Note:** If the Bidder answers ‘Yes’ to Question 3 of this Schedule, the Bidder is making a Social Procurement Commitment that must be outlined in **X.3** **Social Procurement Commitment Proposal** .

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| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **(DELETE the ones that you are not committing to)** |
| 1. Does the Bidder commit to spending/increase spending with social enterprises led by a mission for Victorians with disability or Australian Disability Enterprises (through their supply chain) during the term of this Agreement? |  |  | One or more spend commitment(s) that will be delivered over the term of this Agreement are:   * Expenditure with social enterprises led by a mission for Victorians with disability or Australian Disability Enterprises expressed as:   + Percentage of total contract value (%) *=* Click or tap here to enter text.   (or)   * + Expenditure dollar value ($) *=* Click or tap here to enter text.   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| Detail the action plan to achieve each commitment. Include relevant details, such as:   * How will the Bidder locate these social enterprises led by a mission for Victorians with disability or Australian Disability Enterprises? * How many will the Bidder engage? * What are the names of these social enterprises led by a mission for Victorians with disability or Australian Disability Enterprises? * What specific goods or services will they be supplying in relation to the procurement activity? * Detail any supporting initiatives: |

### Schedule 1.c: Purchasing from social enterprises led by a mission for Victorian priority jobseekers

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| **DRAFTING NOTE FOR AGENCY:**  If this Schedule is not identified in the table at Section X.1, delete the Schedule. |

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed.**

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

For the purpose of this Schedule:

**Social enterprise** means an organisation has been certified by Social Traders and operates with business premises in Victoria.

**Social Traders** means Social Traders Limited (ACN 132 665 804).

**Baseline Assessment Table**

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| --- | --- | --- | --- |
| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| 1. Is the Bidder a social enterprise led by a mission for Victorian priority jobseekers? |  |  | Instruction: If ‘YES’, attach evidence of certification and provide details of how the Bidder’s business delivers outcomes for Victorian priority jobseekers. |
| 1. Does the Bidder currently procure goods or services from one or more social enterprises led by a mission for Victorian priority jobseekers? |  |  | Instruction: If ‘YES’, provide the following details.   * Does the Bidder have an endorsed policy/program/plan/strategy to procure from social enterprises led by a mission for Victorian priority jobseekers? Select from the following options * If yes, name the policy/program/plan/strategy:   + Please explain the key features: * Please provide the last financial year’s total spend on social enterprises led by a mission for Victorian priority jobseekers: * Please provide the details (name, ABN and spend) of those social enterprises led by a mission for Victorian priority jobseekers the Bidder spent the most with over the last financial year (maximum of 3): |

**Social Procurement Commitment Table**

**Note:** If the Bidder answers ‘Yes’ to Question 3 of this Schedule, the Bidder is making a Social Procurement Commitment that must be outlined in **X.3** **Social Procurement Commitment Proposal** .

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| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **(DELETE the ones that you are not committing to)** |
| 1. Does the Bidder commit to spending/increase spending with social enterprises led by a mission for Victorian priority jobseekers (through their supply chain) during the term of this Agreement? |  |  | One or more spend commitment(s) that will be delivered over the term of this Agreement are:   * Expenditure with social enterprises led by a mission for Victorian priority jobseekers expressed as:   + Percentage of total contract value (%) *=* Click or tap here to enter text.   (or)   * + Expenditure dollar value ($) *=* Click or tap here to enter text.   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| Detail the action plan to achieve each commitment. Include relevant details, such as:   * How will the Bidder locate these social enterprises led by a mission for Victorian priority jobseekers? * How many will the Bidder engage? * What are the names of these social enterprises led by a mission for Victorian priority jobseekers? * What specific goods or services will they be supplying in relation to the procurement activity? * Detail any supporting initiatives: |

### Schedule 1.d: Purchasing from Social Benefit Suppliers

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| **DRAFTING NOTE FOR AGENCY:**  If this Schedule is not identified in the table at Section X.1, delete the Schedule.  This schedule can be used to procure from any social benefit suppliers. |

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed.**

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

For the purpose of this Schedule:

**Aboriginal business** means a business that is certified by either Kinaway or Supply Nation and:

* is at least 50% Aboriginal and/or Torres Strait Islander-owned
* is undertaking a commercial activity
* that operates and has business premises in Victoria.

**Australian Disability Enterprise** (ADE) means an organisation thatprovides ‘employment supports or services’ as defined by Part 5 of the Disability Services and Inclusion Act 2023 (Cth), and operates and has business premises in Victoria.

**Kinaway** means Kinaway Chamber of Commerce Victoria Limited (ACN 600 066 199).

**Social enterprise** means an organisation has been certified by Social Traders and operates with business premises in Victoria.

**Social Traders** means Social Traders Limited (ACN 132 665 804).

**Social benefit supplier** means a business that meets one or more of the following criteria:

* Social enterprise
* Aboriginal business
* Australian Disability Enterprise

**Supply Nation** means Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) (ACN 134 720 362).

**Baseline Assessment Table**

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| --- | --- | --- | --- |
| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| 1. Is the Bidder a certified Victorian social benefit supplier (Aboriginal business, Australian Disability Enterprise or social enterprise)? |  |  | Instruction: If ‘YES’, attach evidence of certification (if applicable) and provide the following details:   * Which type of social benefit supplier does the Bidder primarily identify as? Select from the following options * Does the Bidder also identify as another type of social benefit supplier? Select from the following options   + If ‘Yes’, which one? Select from the following options   Please explain the Bidder’s impact model: |
| 1. Does the Bidder currently procure goods or services from one or more types of certified Victorian social benefit supplier? |  |  | Instruction: If ‘YES’, provide the following details.   * Does the Bidder have an endorsed policy/program/plan/strategy to procure from social benefit suppliers? Select from the following options * If yes, name the policy/program/plan/strategy:   + Please explain the key features: * If the Bidder already procures from one or more types of social benefit suppliers, provide last year’s total spend with each of the following types of organisations:   + Aboriginal-owned business (certified by Kinaway or Supply Nation) ($) = Click or tap here to enter text.   + Australian Disability Enterprise ($) = Click or tap here to enter text.   + Social enterprise (certified by Social Traders) ($) = Click or tap here to enter text. * Please provide the details (name, ABN and spend) of those social benefit suppliers the Bidder spent the most with over the last financial year (maximum of 5): |

**Social Procurement Commitment Table**

**Note:** If the Bidder answers ‘Yes’ to Question 3 of this Schedule, the Bidder is making a Social Procurement Commitment that must be outlined in **X.3** **Social Procurement Commitment Proposal** .

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| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **(DELETE the ones that you are not committing to)** |
| 1. Does the Bidder commit to spending/increase spending with social benefit suppliers (through their supply chain) during the term of this Agreement? |  |  | One or more spend commitment(s) that will be delivered over the term of this Agreement are (**copy and paste as necessary for multiple spend commitments**):   * Expenditure with Select from the following options expressed as:   + Percentage of total contract value (%) *=* Click or tap here to enter text.   (or)   * + Expenditure dollar value ($) *=* Click or tap here to enter text.   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| Detail the action plan to achieve each commitment. Include relevant details, such as:   * How will the Bidder locate these social benefit suppliers? * How many will the Bidder engage? * What are the names of the social benefit suppliers? * What specific goods or services will they be supplying in relation to the procurement activity? * Detail any supporting initiatives: |

### Schedule 2.a: Employment targets – Victorian Aboriginal people

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| **DRAFTING NOTE FOR AGENCY:**  If this Schedule is not identified in the table at Section X.1, delete the Schedule.  This schedule can be used to advance opportunities for Victorian Aboriginal people. |

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed.**

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

For the purpose of this Schedule:

**Victorian Aboriginal people** means people of Aboriginal and Torres Strait Islander descent who identify as Aboriginal or Torres Strait Islander and are accepted as such by the community in which they live; and who reside in Victoria.

**Baseline Assessment Table**

| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| --- | --- | --- | --- |
| 1. Does the Bidder currently have policy/program/plan/strategy to promote inclusive employment for Victorian Aboriginal people? |  |  | Instruction: If ‘YES’, explain the key features of the policy/program/plan/strategy:   * Name of the policy/program/plan/strategy: * List key features such as:   + monitoring and oversight arrangements the Bidder has in place (e.g. management/governance review, periodic internal/external auditing):   + performance measures/targets for employment (e.g. KPIs, data collection/reporting on performance): |
| 1. Does the Bidder currently employ Victorian Aboriginal people? |  |  | Instruction: If ‘YES’, provide the following information.   * How many Victorian Aboriginal people work in the Bidder’s organisation? * What is the proportion of overall Victorian workforce? * How does the Bidder create a culturally safe work environment for Victorian Aboriginal people? |
| 1. In the last 24-month period, has the Bidder been subject to any:    1. penalties or notices from the Victorian Equal Opportunity and Human Rights Commission relating to employment?    2. investigations or proceedings in respect of a possible breach of the *Victorian Equal Opportunity Act* relating to employment?   **DRAFTING NOTE FOR AGENCY:** This question should only appear once in the entire response schedule. If the Agency is seeking multiple employment commitments, delete all subsequent appearance of this question. |  |  | Instruction: If ‘YES’, provide further information about the event/s:  Note: This question only needs to be answered once in the entire response schedule. If the question appears multiple times, the Bidder only needs to respond to the first instance. |

**Social Procurement Commitment Table**

**Note:** If the Bidder answers ‘Yes’ to Question 4 of this Schedule, the Bidder is making a Social Procurement Commitment that must be outlined in **X.3** **Social Procurement Commitment Proposal** .

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| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **(DELETE the ones that you are not committing to)** |
| 1. Does the Bidder commit to increasing employment of Victorian Aboriginal people during the term of this Agreement? |  |  | Instruction: Choose one and delete those that don’t apply   * Number of Victorian Aboriginal people that will be employed (FTE) = Click or tap here to enter text. * Percentage of Victorian Aboriginal people that will be employed (out of total workforce) (%) = Click or tap here to enter text. * Number of labour/project hours for Victorian Aboriginal people = Click or tap here to enter text. * Percentage of labour/project hours for Victorian Aboriginal people (out of total estimated labour/project hours) (%) = Click or tap here to enter text.   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** | |
| * How will the Bidder identify/recruit Victorian Aboriginal people to meet this commitment? * Key features of policy/program/plan/strategy: * Where employment is on a fixed-term or casual basis:   + Does the Bidder have an employment transition plan for these employees? Select from the following options   If yes, please provide further information about employment transition: | |

### Schedule 2.b: Employment targets – Victorians with disability

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| **DRAFTING NOTE FOR AGENCY:**  If this Schedule is not identified in the table at Section X.1, delete the Schedule.  This schedule can be used to advance opportunities for Victorians with disability. |

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed.**

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

For the purpose of this Schedule:

**Victorians with disability** means people who have long-term (lasting 6 months or more) physical, mental health, intellectual, neurological or sensory impairments which, when combined with other barriers (such as negative attitudes of employers or inaccessible environments), may limit their participation in society on an equal basis with other people; and reside in Victoria.

**Baseline Assessment Table**

| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| --- | --- | --- | --- |
| 1. Does the Bidder currently have:  * a workforce diversity strategy that covers Victorians with disability; or * a disability action plan; or * an access and inclusion plan; or * other policies/programs that promote inclusive employment for Victorians with disability? |  |  | Instruction: If ‘YES’, explain the key features of the policy/program/plan/strategy:   * Name of the policy/program/plan/strategy: * List key features such as:   + monitoring and oversight arrangements the Bidder has in place (e.g., management/governance review, periodic internal/external auditing)   + any external accreditation/certification of approach to employment   + performance measures/targets for employment (e.g., KPIs, data collection/reporting on performance) |
| 1. Does the Bidder currently employ Victorians with disability? |  |  | Instruction: If ‘YES’, provide the following information:   * How many Victorians with disability work in the Bidder’s organisation? * What is the proportion of overall Victorian workforce? * How does the Bidder create a culturally safe work environment for Victorians with disability? |
| 1. In the last 24-month period, has the Bidder been subject to any:    1. penalties or notices from the Victorian Equal Opportunity and Human Rights Commission relating to employment?    2. investigations or proceedings in respect of a possible breach of the *Victorian Equal Opportunity Act* relating to employment?   **DRAFTING NOTE FOR AGENCY:** This question should only appear once in the entire response schedule. If the Agency is seeking multiple employment commitments, delete all subsequent appearance of this question. |  |  | Instruction: If ‘YES’, provide further information about the event/s:  Note: This question only needs to be answered once in the entire response schedule. If the question appears multiple times, the Bidder only needs to respond to the first instance. |

**Social Procurement Commitment Table**

**Note:** If the Bidder answers ‘Yes’ to Questions 4 and/or 5 of this Schedule, the Bidder is making a Social Procurement Commitment that must be outlined in **X.3** **Social Procurement Commitment Proposal** .

|  |  |  |  |
| --- | --- | --- | --- |
| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **(DELETE the ones that you are not committing to)** |
| 1. Does the Bidder commit to implementing an approach (e.g., policy, program, plan, strategy) during the term of this Agreement that promotes inclusive employment for Victorians with disability? |  |  | * Implement an approach (policy/program/plan/strategy) that promotes inclusive employment for Victorians with disability   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| Instruction: If ‘YES’, provide further details, such as:   * What is the name of the policy/program/plan/strategy? * What are the proposed monitoring and oversight arrangements? * Provide detail about performance measures/targets for employment (e.g. KPIs, data collection/reporting on performance): * Provide detail about the implementation process: |
| 1. Does the Bidder commit to increasing employment of Victorians with disability during the term of this Agreement? |  |  | Instruction: Choose one and delete those that don’t apply   * Number of Victorians with disability that will be employed (FTE) = Click or tap here to enter text. * Percentage of Victorians with disability that will be employed (out of total workforce) (%) = Click or tap here to enter text. * Number of labour/project hours for Victorians with disability = Click or tap here to enter text. * Percentage of labour/project hours for Victorians with disability (out of total estimated labour/project hours) (%) = Click or tap here to enter text.   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| * How will the Bidder identify/recruit Victorians with disability to meet this commitment (e.g. Jobs Victoria services? * Key features of policy/program/plan/strategy: * Where employment is on a fixed-term or casual basis:   + Does the Bidder have an employment transition plan for these employees? Select from the following options   + If yes, please provide further information about employment transition: |

### Schedule 2.c: Employment targets – Victorian priority jobseekers

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| **DRAFTING NOTE FOR AGENCY:**  If this Schedule is not identified in the table at Section X.1, delete the Schedule.  This schedule can be used to advance opportunities for Victorian priority jobseekers. |

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed.**

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

For the purpose of this Schedule:

**Job readiness activities** means providing training, mentoring, social and cultural support to equip individuals with the technical and learning skills and attributes needed to successfully gain, maintain and participate in work. Job readiness activities need to provide a pathway to employment

**‘Victorian priority jobseeker’** means a person residing in Victoria, who is eligible to work\* and:

* has been unemployed for six months or more; or
* is currently unemployed, or working less than 12 hours per week in casual, temporary, or intermittent work, and at risk of long-term unemployment due to employment barriers; or
* young people aged 15 to 24 who are unemployed or working less than 12 hours in casual, temporary, or intermittent work and not in full time study.

\*A person eligible to work refers to either Australian citizens, permanent residents or temporary residents under Australia’s refugee and humanitarian program who hold visas with work entitlements, or other groups consistent with the current guidelines for Jobs Victoria Employment Services.

**’Employment barriers’** refers to the following barriers to employment:

* not completing secondary education
* low English language proficiency
* low literacy (reading/writing)
* personal circumstances (e.g. experience of family violence, drug and alcohol dependence, carer’s responsibilities)
* health difficulties (including mental health)
* criminal record
* unstable housing or homelessness.

These employment barriers have been issued by the Department of Government Services and are subject to updates.

**Baseline Assessment Table**

| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| --- | --- | --- | --- |
| 1. Does the Bidder currently have policy/program/plan/strategy to promote inclusive employment for Victorian priority jobseekers? NB: This includes any job readiness activities. |  |  | Instruction: If ‘YES’, explain the key features of the approach:   * Name of the policy/program/plan/strategy: * List key features such as:   + whether the approach targets particular types of jobseekers   + monitoring and oversight arrangements the Bidder has in place (e.g. management/governance review, periodic internal/external auditing)   + any external accreditation/certification of approach to employment   + performance measures/targets for employment (e.g. KPIs, data collection/reporting on performance) |
| 1. Does the Bidder currently employ Victorian priority jobseekers? |  |  | Instruction: If ‘YES’, provide the following information.   * How many Victorian priority jobseekers work in the Bidder’s organisation? * What is the proportion of overall Victorian workforce? * How does the Bidder create a safe, inclusive and supportive work environment for Victorian priority jobseekers? |
| 1. In the last 24-month period, has the Bidder been subject to any:    1. penalties or notices from the Victorian Equal Opportunity and Human Rights Commission relating to employment?    2. investigations or proceedings in respect of a possible breach of the *Victorian Equal Opportunity Act* relating to employment?   **DRAFTING NOTE FOR AGENCY:** This question should only appear once in the entire response schedule. If the Agency is seeking multiple employment commitments, delete all subsequent appearance of this question. |  |  | Instruction: If ‘YES’, provide further information about the event/s:  Note: This question only needs to be answered once in the entire response schedule. If the question appears multiple times, the Bidder only needs to respond to the first instance. |

**Social Procurement Commitment Table**

**Note:** If the Bidder answers ‘Yes’ to Questions 4 and/or 5 of this Schedule, the Bidder is making a Social Procurement Commitment that must be outlined in **X.3** **Social Procurement Commitment Proposal** .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **(DELETE the ones that you are not committing to)** | |
| 1. Does the Bidder commit to increasing employment of Victorian priority jobseekers during the term of this Agreement? |  |  | Instruction: If ‘YES’, choose one and delete those that don’t apply   * Number of Victorian priority jobseekers that will be employed (FTE) = Click or tap here to enter text. * Percentage of Victorian priority jobseekers that will be employed (out of total workforce) (%) = Click or tap here to enter text. * Percentage of labour/project hours for Victorian priority jobseekers (out of total estimated labour/project hours) (%) = Click or tap here to enter text. * Number of labour/project hours for Victorian priority jobseekers = Click or tap here to enter text.   Note to Bidder: Commitments made here can be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. | |
| **Action plan** | |
| * How will the Bidder identify/recruit Victorian priority jobseekers to meet this commitment?   + If particular types of jobseekers are to be targeted, include details on how you will identify/recruit from those types of jobseekers. * Where employment is on a fixed-term or casual basis:   + Does the Bidder have an employment transition plan for these employees? Select from the following options   + If yes, please provide further information about employment transition: | |
| 1. Does the Bidder commit to increasing job readiness activities for Victorian priority jobseekers during the term of this Agreement? |  |  | Instruction: If ‘YES’, choose one and delete those that don’t apply   * Number of Victorian priority jobseekers who will receive job readiness opportunities = Click or tap here to enter text. * Number of hours that will be dedicated to supporting Victorian priority jobseekers with job readiness opportunities= Click or tap here to enter text.   Note to Bidder: Commitments made here can be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. | |
| **Action plan** |
| * How will the Bidder identify/recruit Victorian priority jobseekers to meet this commitment?   + If particular types of jobseekers are to be targeted, include details on how the Bidder will identify/recruit from these jobseekers.   + Key features of policy/program/plan/strategy: * What are the details of these job readiness activities?   + Describe the activities.   + How long will they last?   + How will they help Victorian priority jobseekers be more prepared to find and maintain ongoing work? |

### Schedule 2.d: Employment targets – Victorians living in regions with entrenched disadvantage

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| **DRAFTING NOTE FOR AGENCY:**  If this Schedule is not identified in the table at Section X.1, delete the Schedule.  This schedule can be used to advance opportunities for Victorians living in regions with entrenched disadvantage. |

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed.**

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

For the purpose of this Schedule:

**Job readiness activities** means providing training, mentoring, social and cultural support to equip individuals with the technical and learning skills and attributes needed to successfully gain, maintain and participate in work. Job readiness activities need to provide a pathway to employment.

**Regions with entrenched disadvantage** means Victorian postcode areas categorised as ‘Decile 1’ from the Index of Relative Socio-economic Disadvantage produced by the Australian Bureau of Statistics. For a list of these postcode areas, please see the [Sustainable Victorian regions objective](https://www.buyingfor.vic.gov.au/sustainable-victorian-regions-social-procurement-guide) (see *How to improve opportunities for sustainable Victorian regions* – Step 2).

**Baseline Assessment Table**

| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| --- | --- | --- | --- |
| 1. Is the Bidder based in a region with entrenched disadvantage? |  |  | Instruction: If ‘YES’, attach evidence that the Bidder is based in a postcode identified as a region with entrenched disadvantage. |
| 1. Does the Bidder currently have a policy/program/plan/strategy to promote inclusive employment for people in regions with entrenched disadvantage? |  |  | Instruction: If ‘YES’, explain the key features of the approach:   * Name of the policy/program/plan/strategy: * List key features such as:   + monitoring and oversight arrangements the Bidder has in place (e.g. management/governance review, periodic internal/external auditing)   + any external accreditation/certification of approach to employment   + performance measures/targets for employment (e.g. KPIs, data collection/reporting on performance)   + implementation process and timelines |
| 1. Does the Bidder currently employ people in regions with entrenched disadvantage? |  |  | Instruction: If ‘YES’, provide the following information.   * How many people that live in regions with entrenched disadvantage work in the Bidder’s organisation? * What is the proportion of overall Victorian workforce? |
| 1. In the last 24-month period, has the Bidder been subject to any:    1. penalties or notices from the Victorian Equal Opportunity and Human Rights Commission relating to employment?    2. investigations or proceedings in respect of a possible breach of the *Victorian Equal Opportunity Act* relating to employment?   **DRAFTING NOTE FOR AGENCY:** This question should only appear once in the entire response schedule. If the Agency is seeking multiple employment commitments, delete all subsequent appearance of this question. |  |  | Instruction: If ‘YES’, provide further information about the event/s:  Note: This question only needs to be answered once in the entire response schedule. If the question appears multiple times, the Bidder only needs to respond to the first instance. |

**Social Procurement Commitment Table**

**Note:** If the Bidder answers ‘Yes’ to Question 5 and/or 6 of this Schedule, the Bidder is making a Social Procurement Commitment that must be outlined in **X.3** **Social Procurement Commitment Proposal** .

|  |  |  |  |
| --- | --- | --- | --- |
| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **(DELETE the ones that you are not committing to)** |
| 1. Does the Bidder commit to increasing employment of people in regions with entrenched disadvantage during the term of this Agreement? |  |  | Instruction: Choose one and delete those that don’t apply   * Number of people who live in regions with entrenched disadvantage that will be employed (FTE) = Click or tap here to enter text. * Percentage of people who live in regions with entrenched disadvantage that will be employed (out of total workforce) (%) = Click or tap here to enter text. * Number of labour/project hours for people who live in regions with entrenched disadvantage = Click or tap here to enter text. * Percentage of labour/project hours for people who live in regions with entrenched disadvantage (out of total estimated labour/project hours) (%) = Click or tap here to enter text.   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| * How will the Bidder identify/recruit people who live in regions with entrenched disadvantage to meet this commitment? * Key features of policy/program/plan/strategy: * Where employment is on a fixed-term or casual basis:   + Does the Bidder have an employment transition plan for these employees? Select from the following options   + If yes, please provide further information about employment transition: |
| 1. Does the Bidder commit to increasing job readiness activities for people in regions with entrenched disadvantage during the term of this Agreement? |  |  | Instruction: If ‘YES’, choose one and delete those that don’t apply:   * Number of people who live in regions with entrenched disadvantage who will receive job readiness opportunities = Click or tap here to enter text. * Number of hours that will be dedicated to supporting people who live in regions with entrenched disadvantage with job readiness opportunities = Click or tap here to enter text.   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| * How will the Bidder identify/recruit people in regions with entrenched disadvantage to meet this commitment? * Key features of policy/program/plan/strategy: * What are the details of these job readiness activities?   + Describe the activities.   + How long will they last?   + How will they help Victorian priority jobseekers be more prepared to find and maintain ongoing work? |

### Schedule 2.e: Employment targets – Women

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| **DRAFTING NOTE FOR AGENCIES:**  **For all publicly funded construction projects valued at $20 million or more, the Building Equality Policy (BEP) replaces this objective. Agencies should use** [**the request for tender template for construction projects**](https://www.buyingfor.vic.gov.au/request-tender-conditions-related-construction) **instead of this template.**  If this Schedule is not identified in the table at Section X.1, delete the Schedule. |

**Note for Bidders: Outcomes in this Schedule have been prioritised by the Agency and must be completed.**

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

**Workforce Composition table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s current workforce composition** | **Woman** | **Man** | **Self-identified\*** | **Explanations / Further information** |
| Number of employees |  |  |  |  |
| Number of full-time employees |  |  |  |  |
| Number of employees in permanent positions |  |  |  |  |
| Number of staff in senior management roles (i.e. management positions including Chief Executive Officer / equivalent and two levels below Chief Executive Officer / equivalent) |  |  |  |  |
| Number of governance body members |  |  |  |  |
| Proportion of overall workforce labour hours |  |  |  |  |

**\*** An individual with a self-described gender may identify as non-binary, trans, gender diverse, agender, qenderqueer, genderfluid or using any other term.

**Baseline Assessment Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| 1. Does the Bidder have:  * a gender equality strategy; or * other policies/programs/plans that promote gender-equal employment? |  |  | Instruction: If ‘YES’, explain the key features of the approach:   * Name of the policy/program/plan/strategy: * List key features such as:   + monitoring and oversight arrangements the Bidder has in place (e.g., management/governance review, periodic internal/external auditing)   + any external accreditation/certification of its approach to employment:   + performance measures/targets for employment (e.g., KPIs, data collection/reporting on performance)   + implementation process and timelines |
| 1. Does the Bidder have any external accreditation/certification of its approach to gender-inclusive employment (e.g. WGEA Employer of Choice for Gender Equality Citation)? |  |  | Instruction:   * If ‘YES’, attach evidence of the Bidder’s external accreditation/certification. |
| 1. In the last 24-month period, has the Bidder been subject to any:  * penalties or notices from the Victorian Equal Opportunity and Human Rights Commission relating to unfair gender practices; or * investigations/proceedings in respect of a possible breach of the *Victorian Equal Opportunity Act* relating to possible unfair gender practices; or * notices of non-compliance or potential non-compliance with requirements under the *Workplace Gender Equality Act 2012 (Cth)* (if the Bidder is subject to reporting under this Act)? |  |  | Instruction: If ‘YES’, provide further information about the event/s:  Note: This question only needs to be answered once in the entire response schedule. If the question appears multiple times, the Bidder only needs to respond to the first instance. |

**Social Procurement Commitment Table**

If the Bidder answers ‘Yes’ to Question 4 or 5 of this Schedule, the Bidder is making a Social Procurement Commitment that must be outlined in **X.3** **Social Procurement Commitment Proposal** .

|  |  |  |  |
| --- | --- | --- | --- |
| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **(DELETE the ones that you are not committing to)** |
| 1. Does the Bidder commit to implementing an approach(es) during the term of this Agreement that promotes gender-equal employment? |  |  | If ‘YES’, choose at least one of the following:   * Implement a Gender Equality policy/program/plan/strategy * Implement gender equality training   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| * Name of the policy/program/plan/strategy: * List key features such as:   + monitoring and oversight arrangements   + performance measures/targets for employment (e.g., KPIs, data collection/reporting on performance) * implementation process and timelines |
| 1. Does the Bidder commit to increasing employment of women during the term of this Agreement? |  |  | If ‘YES’, choose one of the following:   * Number of women employed (FTE) = Click or tap here to enter text. * Percentage of women employed (out of total workforce) (%) = Click or tap here to enter text. * Number of labour/project hours for women = Click or tap here to enter text. * Percentage of labour/project hours for women (out of total estimated labour/project hours) (%) = Click or tap here to enter text.   The Bidder may choose the following commitment in addition to or instead of the above commitments:   * Percentage of Select from the following options positions filled by women (%) = Click or tap here to enter text.   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| * How will the Bidder identify/recruit women to meet this commitment? * Key features of policy/program/plan/strategy: * Where employment is on a fixed-term or casual basis:   + Does the Bidder have an employment transition plan for these employees? Select from the following options   + If yes, please provide further information about employment transition |

### Schedule 3: Corporate Governance aligning with social procurement - Supporting safe and fair workplaces

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| **DRAFTING NOTE FOR AGENCIES:**  If this Schedule is not identified in the table at Section X.1, delete the Schedule.  **Important note: if the value of your procurement is $1 million or more, the Fair Jobs Code applies and this objective should not be selected. This objective also overlaps with focus areas of the Victorian Supplier Code of Conduct. It is not usually recommended as a focus for procurement activity.** |

**Note for Bidders:** Outcomes in this Schedule have been prioritised by the Agency and must be completed.

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

**Baseline Assessment Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| 1. Does the Bidder currently have policies/procedures to ensure compliance with the following categories of legislation? |  |  | Instruction: If the Bidder answered ‘NO’, explain which categories of legislation are not covered by the scope of the Bidder’s policies/procedures and why. |
| * + [Commonwealth workplace relations legislation](https://www.dewr.gov.au/australias-national-workplace-relations-system) (including the *Fair Work Act 2009 (Cth)*) |  |  |  |
| * + A family violence leave policy that meets [National Employment Standards](https://www.fairwork.gov.au/leave/family-and-domestic-violence-leave) (including access to paid leave)? |  |  |  |
| * + Long service leave (including the [Long Service Leave Act 2018 (Vic)](https://www.vic.gov.au/comprehensive-guide-victorian-long-service-leave-act-2018) and the *Long Service Portability Act 2018 (Vic)*) |  |  |  |
| * Wage theft (including the *Wage Theft Act 2020 (Vic)*) |  |  |  |
| * + Occupational health and safety (including the *Occupational Health and Safety Act 2004 (Vic)*) |  |  |  |
| * + Workers compensation (including the *Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)*) |  |  |  |
| * + Equal opportunity (including the[*Equal Opportunity Act 2010 (Vic)*](https://www.humanrights.vic.gov.au/legal-and-policy/victorias-human-rights-laws/equal-opportunity-act/)) |  |  |  |
| * + Workplace gender quality (including the [*Workplace Gender Equality Act 2012 (Cth)*](https://www.dss.gov.au/our-responsibilities/women/programs-services/economic-security/the-workplace-gender-equality-act-2012)) |  |  |  |
| * + Anti-discrimination (including the [*Age Discrimination Act 2004 (Cth)*](https://humanrights.gov.au/our-work/employers/age-discrimination), [*Sex Discrimination Act 1984 (Cth)*](https://humanrights.gov.au/our-work/employers/sex-discrimination),[*Racial Discrimination Act 1975 (Cth)*](https://humanrights.gov.au/our-work/employers/racial-discrimination) and [*Disability Discrimination Act 1992 (Cth)*](https://humanrights.gov.au/our-work/disability-rights/overview-dda-disability-discrimination-act)) |  |  |  |
| * + Superannuation (including the [*Superannuation Guarantee Administration Act 1992 (Cth)*](https://www.legislation.gov.au/Details/C2021C00251)) |  |  |  |
| * + Labour Hire Licensing (including the *Labour Hire Licensing Act 2018 (Vic)*) |  |  |  |
| * + Child Employment (including the *Child Employment Act 2003 (Vic)*) |  |  |  |
| 1. oes the Bidder only employ employees in accordance with an enterprise agreement approved by the Fair Work Commission, modern award or employment contract? |  |  | Instruction: If ‘NO’, briefly explain the reason/s for this response and any other employment arrangements the Bidder has in place. |
| 1. Does the Bidder have policies/procedures that allow employees to access information about the relevant enterprise agreement or modern award or ensure that employees are provided with a copy of their employment contract? |  |  | Instruction: If ‘NO’, briefly explain:   * the reason/s for this response; and * whether the Bidder is currently taking any steps to implement a policy/procedure to allow employees to access this information or obtain a copy of their employment contract (including implementation process and timeline). |
| 1. Does the Bidder have policies/procedures to ensure that relevant contractual documentation, arrangements, or agreements requires subcontractors to comply with industrial relations laws? |  |  | Instruction: If ‘NO’, briefly explain:   * the reason/s for this response; and * whether the Bidder is currently taking any steps to implement a policy/procedure relating to the Bidder’s subcontractors (including implementation process and timeline). |
| 1. Does the Bidder have policies / procedures that promote access to secure and permanent employment? |  |  | Instruction: If ‘NO’, briefly explain:   * the reason/s for this response; and * whether the Bidder is currently taking any steps to implement a policy/procedure relating to secure and permanent employment (including implementation process and timeline). |
| 1. In the past 24-month period, has the Bidder complied with its obligations under applicable workplace relations laws? |  |  | Instruction: If ‘NO’, briefly explain the reason/s for this response. |
| 1. In the past 24-month period, has the Bidder failed to make the following payments relating to minimum wages and employment conditions?    * wages including penalty rates, overtime and casual rates;    * allowances;    * annual leave;    * long service leave;    * superannuation;    * workers compensation insurance; and    * any other lawful payments where they are specified in a modern award or enterprise agreement (e.g. payments made to redundancy funds). |  |  | Instruction: If ‘YES’, briefly explain which payments have not been made and why. |
| 1. In the last 24-month period, has the Bidder been subject to:    * any findings against it by a court, tribunal or regulator regarding breach of a workplace law listed in Question 1?    * any proceedings in respect of a breach of a workplace law listed in Question 1? |  |  | Instruction: If ‘YES’, provide further information about the event/s. |

**Social Procurement Commitment Table**

**Note to Bidders:** If you answer ‘Yes’ to Question 9 of this Schedule, you are making a Social Procurement Commitment that must be summarised in **X.3** **Social Procurement Commitment Proposal**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **(DELETE the ones that you are not committing to)** |
| 1. Does the Bidder commit to act in accordance with the expectations of the [Supplier Code of Conduct](https://www.buyingfor.vic.gov.au/supplier-code-conduct) by complying with all relevant legislation and employee awards? |  |  | * Supplier is compliant with Supplier Code of Conduct   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| * Instruction: If ‘YES’, explain what steps the Bidder will take over the term of this agreement? |

### Schedule 4: Environmental goals - Environmentally sustainable business practices

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| **DRAFTING NOTE FOR AGENCIES:**  If this Schedule is not identified in the table at Section X.1, delete the Schedule.   * **This Schedule is only applicable to Environmentally Sustainable Business Practices**. Refer to the[Environmentally Sustainable Outputs](https://www.buyingfor.vic.gov.au/environmentally-sustainable-outputs-social-procurement-guide) and [Climate Change Policy](https://www.buyingfor.vic.gov.au/climate-change-policy-objectives-social-procurement-guide) objectives guidance for assistance with tailoring Response Schedules for these objectives. |

**Note for Bidders:** Outcomes in this Schedule have been prioritised by the Agency and must be completed.

Bidders must take care when making commitments using the Social Procurement Commitment Table:

* KEEP the commitment(s) you will deliver over the term of the agreement.
* DELETE the ones that you are not committing to deliver.

**Baseline Assessment Table**

| **Baseline assessment questions** | **YES** | **NO** | **Provide an explanation/ additional information / attach evidence** |
| --- | --- | --- | --- |
| 1. Does the Bidder currently have an [environmental management system](https://www.iso.org/iso-14001-environmental-management.html) (EMS) or policy? |  |  | Instruction: If ‘YES’, Select from the following options and provide supporting evidence.   * Name of the policy: * List key features such as:   + monitoring and oversight arrangements   + specific initiatives and related targets or commitments   + implementation process and timelines |
| 1. Does the Bidder engage in environmentally sustainable business practices at the head office and/or related operational facilities, including:  * Reduction of Greenhouse gas emissions by reducing:   + Office Energy (kWh)   + Travel (CO2)   + Paper consumption (%)   + Water consumption (litres)   + Waste to landfill (%) * Increase   + Use of renewable energy (%)   + Resource recovery (%)   + Buying of products containing recycled material (%)   + Use of recycled paper and paper products (%) |  |  | Instruction: If ‘YES’, explain the Bidder’s key initiatives that promote environmentally sustainable business practices (i.e., including the business practices listed as part of this question and how they are promoted). |
| 1. In the last 24-month period, has the Bidder been subject to any:    * penalties or notices from the Victorian Environmental Protection Authority (EPA) or breaches of any other environmental legislation or regulation; or    * investigations/proceedings in respect of a possible breach of any environmental legislation or regulation?   Note: The Agency acknowledges that checks may be undertaken with the EPA or other regulators or bodies about the Bidder’s (including any related entities) environmental or other regulatory performance. |  |  | Instruction: If ‘YES’, provide further information about the event/s. |

**Social Procurement Commitment Table**

**Note to Bidders:** If you answer ‘Yes’ to Questions 4 and 5, you must summarise the Social Procurement Commitment in **X.3** **Social Procurement Commitment Proposal**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Social Procurement Commitment questions** | **YES** | **NO** | **If ‘YES’, KEEP the commitment(s) that will be delivered over the term of the agreement**  **DELETE the ones that you are not committing to** |
| 1. Does the Bidder commit to implementing or improving an organisational EMS during the term of this Agreement? |  |  | * Implement an Select from the following options   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action plan** |
| Instruction: For each commitment, provide the following details:   * Name of commitment: * Current state: * Future state: * Implementation process and timeline: |
| 1. Does the Bidder commit to undertaking one or more practical actions to advance environmentally sustainable business practices at the head office and/or other operational sites? |  |  | Instruction: If ‘YES’, choose at least one and delete those that don’t apply:   * Reduce office energy usage (kWh) by Click or tap here to enter text.%. * Reduce travel (CO­2 emissions) by Click or tap here to enter text.%. * Reduce paper consumption by Click or tap here to enter text.%. * Reduce water consumption by Click or tap here to enter text.%. * Reduce waste to landfill by Click or tap here to enter text.%. * Increase use of renewable energy Click or tap here to enter text. % * Increase resource recovery Click or tap here to enter text. % * Increase buying of products containing recycled material Click or tap here to enter text. % * Increase use of recycled paper and paper products Click or tap here to enter text. %   Note to Bidder: Commitments made here must be copied and pasted into the Social Procurement Commitment Proposal table at **X.3 Social Procurement Commitment Proposal**. |
| **Action Plan** |
| Instruction: For each commitment, provide the following details:   * Name of commitment: * Current state: * Future state: * Implementation process and timeline: |

## X.3 Social Procurement Commitment Proposal

In the table below, the Bidder must:

* summarise the commitments made in each Social Procurement Commitment Table in Section X.2. Bidders can copy and paste these from the appropriate cells
* detail how it will measure its performance against each commitment
* detail how it will demonstrate compliance with each commitment.

Reporting of the Bidder’s performance on their Social Procurement Commitments may be captured in the Industry Capability Network’s Victorian Management Centre (VMC) Social Procurement Framework reporting module or via an alternative system or process. The Agency will provide Bidders with any access and instructions required to support performance reporting.

|  |
| --- |
| **DRAFTING NOTE FOR AGENCIES** (Remember to delete this drafting note)**:**  **If using the Victorian Management Centre to support social procurement reporting:**  **Standardised commitments:** These commitments are available within the Social Procurement commitment tables for each response schedule.  **Custom commitments:** These commitments:   * have to be manually input into the Social Procurement Commitment tables for each response schedule * have to be manually set up in the Victorian Management Centre * may not contribute to SPF outcomes that can be included in annual reporting at an agency or whole-of-government level.   Tip for Agencies: To minimise manual intervention, Agencies should only use standardised commitments or negotiate with the winning bidder to standardise their commitment(s). For example, a bidder offering to run several employment workshops may instead agree to commit to a certain number of job readiness hours (e.g., number of hours dedicated to supporting Victorian priority jobseekers with job readiness opportunities).  For further support, please contact [social.procurement@dgs.vic.gov.au](mailto:social.procurement@dgs.vic.gov.au). |

### X.3.1 Social Procurement Commitments - Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Social Procurement Outcome** | **Social Procurement Commitment** | **Social Procurement Commitment Value (if applicable)** | **How will the Bidder measure its performance against the Social Procurement Commitment?** | **How will the Bidder demonstrate its compliance with this Social Procurement Commitment?** |
|  | **Note: only data from these columns will be entered into VMC.** | | |  | |
| 1. | **Example only:**  Purchasing from Victorian social enterprises | Percentage of expenditure with Victorian social enterprises (out of total contract value) (%) | 2% | * Identify and document project opportunities for social enterprises * Identify certified social enterprises who can fulfil these opportunities * Document agreements reached with social enterprises to undertake project work * Track and document expenditure with social enterprises | Retain invoices evidencing spend with social enterprises. Bidder to have access upon request. |
| 2. | **Example only:** Opportunities for Victorians with disability | Implement an approach (policy/program/plan/strategy) that promotes inclusive employment for Victorians with disability | N/A | * Identify best practice * Maintain drafts of policy * Consult with employment agencies for people with disability * Identify impacts of the new policy being implemented | Retain evidence of the endorsed policy that promotes inclusive employment for Victorians with disability. Bidder to have access upon request. |
| 3. | **Example only:**  Use of recycled content in construction | Amount of recycled content used on a project. | (*Buyer to establish an appropriate target based on expert advice*). | * Track and document progress towards recycled content target. | Retain evidence of amount of recycled content used on the project. Bidder to have access upon request. |

**NOTE:** The successful Bidder’s Social Procurement Commitments, as agreed upon with the Agency, will be inserted into the contract entered into between the successful Bidder and the Agency (the **Agreement**).