



Holdings Pty Ltd

REQUEST FOR TENDER

CONTRACTOR WORK PACKAGES

SHEPI – AIR CONDITIONING & ENERGY EFFICIENCY WORKS

DOCUMENT 09

ABORIGINAL PARTICIPATION & SOCIAL PROCUREMENT REQUIREMENTS

Issued by ATIZ Group Procurement

This document forms part of ATIZ's contractor procurement package for the SHEPI Air Conditioning and Energy Efficiency Works.

Tender Reference: ATIZ-SHEPI-010

Document Control

Item	Details
Document	Document 09 – Aboriginal Participation & Social Procurement Requirements
Issued By	ATIZ Holdings Pty Ltd – Procurement
Project	SHEPI – Air Conditioning & Energy Efficiency Works
Project Client	Aboriginal Housing Office (AHO)
Tender Reference	ATIZ-SHEPI-010

1. Purpose

ATIZ is committed to delivering measurable Aboriginal participation and social value through the project. This document defines the information and performance support ATIZ requires from appointed contractors.

Project context

ATIZ's project obligations include minimum Aboriginal participation outcomes measured across employment hours and contract value. Contractor contributions will be managed by ATIZ as part of the overall project strategy.

2. Project Participation Objectives

Measure	Project Objective
Aboriginal employment / labour	Minimum 20% of project hours.
Aboriginal business / employment spend	Minimum 5% of contract value.
ATIZ delivery strategy	ATIZ may impose package-specific commitments or allocate participation requirements across contractors to achieve and exceed project targets.

3. Contractor Participation Plan

Before commencement, an appointed contractor must provide the participation information requested by ATIZ, including:

- whether the contractor is an Aboriginal-owned business and recognised by Supply Nation, NSW Indigenous Chamber of Commerce, ORIC or other accepted verification body;
- current workforce numbers and Aboriginal employee numbers;
- Aboriginal employees, apprentices or trainees proposed for ATIZ work;
- proposed Aboriginal subcontractors/suppliers and scope;
- estimated Aboriginal labour hours and estimated Aboriginal business/employment spend;
- training, education or capability-building initiatives directly supporting the project;
- responsible person and method for collecting evidence and reporting.

4. Eligible Evidence Categories

Category	Examples of Evidence
Direct employment	Employee name/identifier, role, verified Aboriginal status in accordance with applicable guidance, timesheets/hours, payroll evidence where required.
Contractor / group training	Invoices, contracts, hours and evidence relating to Aboriginal workers engaged through approved channels.

Category	Examples of Evidence
Aboriginal business procurement	Supplier/subcontractor verification, purchase orders, invoices and payment evidence.
Education / training	Training provider invoices, attendance/completion evidence and participant details.
Community / organisational contribution	Approved payments and supporting evidence where ATIZ confirms eligibility.

5. Verification of Aboriginal Businesses

Where a contractor claims Aboriginal-business spend, it must provide current evidence that the business meets the project definition/recognition criteria. ATIZ may reject unverifiable spend.

6. Employment Period and Continuity

Contractors must plan participation for meaningful duration across their allocated works rather than relying on isolated short-term hours. ATIZ may require corrective action where projected participation is at risk.

7. Monthly Reporting to ATIZ

Monthly Data	Minimum Content
Labour hours	Total contractor/project hours; Aboriginal hours; percentage; employee/role breakdown where requested.
Spend	Total eligible spend; Aboriginal employment/business spend; percentage; supplier/recipient details.
Training	Apprentices/trainees, course/training details, hours/days and outcomes.
Forecast	Expected next-month participation and any risk to commitments.
Corrective actions	Recruitment, crew reallocation, apprenticeships, additional Aboriginal suppliers or other actions.

8. Records and Audit

- Maintain verifiable records supporting every reported participation figure.
- Provide information within ATIZ timeframes so ATIZ can meet project reporting obligations.
- Cooperate with ATIZ/client audits and verification.
- Correct errors promptly and retain supporting evidence for the required period.

9. Failure or Underperformance

Where participation is below the agreed contractor contribution, ATIZ may require a recovery plan and corrective actions. Persistent failure may be considered in ongoing work allocation and contractor performance assessment, subject to the contractor agreement.

10. Social Procurement Behaviour

- Provide fair access to work and training opportunities.
- Avoid tokenistic or unsupported participation claims.
- Pay Aboriginal subcontractors/suppliers in accordance with agreed terms.
- Maintain respectful engagement with Aboriginal communities, businesses and workers.
- Promptly report barriers that may prevent achievement of agreed participation commitments.

11. Tenderer Response Requirements

- Complete the Aboriginal Participation schedule in Document 05.
- Identify proposed Aboriginal businesses and workforce opportunities.
- Provide verification evidence where available.
- State realistic labour-hour and spend contributions for the work package tendered.
- Describe monthly data-capture and reporting controls.