

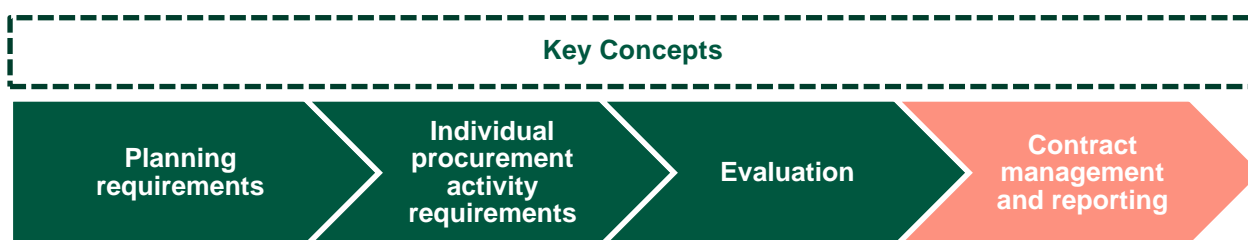
# Victoria's Social Procurement Framework – Buyer Guidance

## Guide to contract management and reporting

**IMPORTANT:** On 1 July 2023, the Social Procurement Framework objective 'Opportunities for Victorian priority jobseekers' replaced 'Opportunities for disadvantaged Victorians'. The Social Procurement and Assurance Team at the Department of Government Services is currently updating this guidance. If you need help with the new objective, please contact [socialprocurement@ecodev.vic.gov.au](mailto:socialprocurement@ecodev.vic.gov.au)

# Victoria’s Social Procurement Framework – Buyer Guidance

## Guide to contract management and reporting



### Purpose of this guide

The purpose of this guide is to provide practical direction to **government buyers**<sup>1</sup> and **contract managers**<sup>2</sup> on how to manage, monitor and report on social procurement commitments – that is, commitments made by suppliers to deliver social and sustainable outcomes through an individual procurement activity.

The government buyer ensures that social procurement commitments are identified and agreed with the supplier during the sourcing phase of the procurement lifecycle. The contract manager is then responsible for managing, monitoring and reporting on the social procurement commitments for the remainder of the procurement activity.






This guide also provides an overview of the social procurement reporting requirements for departments and agencies, required under Victoria’s Social Procurement Framework (SPF).

### Using this guide

This guide is issued by the Department of Treasury and Finance to provide further information to support departments and agencies in implementing the SPF.

The approaches detailed in this guide are **not prescriptive** and are provided for reference only. The guide complements the existing legislative and policy framework applicable to Victorian government procurement.

To the extent of any inconsistencies, the Supply Policies issued by the Victorian Government Purchasing Board (VGPB) under the *Financial Management Act 1994* (Vic), Supply Policies issued by Health Purchasing Victoria under the *Health Services Act 1998* (Vic) and the Ministerial Directions for Public Construction Procurement in Victoria issued under the *Project Development and Construction Management Act 1994* (Vic) take precedence over this guide.

|   |   |
|---|---|
|    | This guide explains how contract managers can manage, monitor and report on their social procurement commitments.   |
|    | Social procurement commitments are like any other contractual commitment and require management, monitoring and reporting.  |
|   | This guide covers key activities and information that government buyers need to communicate to suppliers to enable effective contract management of social procurement commitments. |
|  | Sample tools are provided for the management of social procurement commitments.   |
|  | The department and agency minimum SPF reporting requirements are detailed.  |

<sup>1</sup> For the purposes of the SPF, ‘government buyer’ means the individual(s) responsible for planning, sourcing and/or approving the goods, services or construction being procured by, or on behalf of, a department or agency. Note that this definition includes end users, project control boards and financial delegates.

<sup>2</sup> For the purposes of this guide, ‘contract manager’ means the person nominated in the contract as responsible for managing the day-to-day matters of the contract.

The VGPB sets the policies that govern procurement of non-construction goods and services across all Victorian Government departments and some specified entities. Among other things, these policies outline steps to 'Manage the contract', which are supplemented by templates and tools to help government buyers and contract managers effectively manage problems.<sup>3</sup> For construction related procurement, guidance on effective contract management is provided as part of the 'Implement' stage of the 'Investment Lifecycle and High Value/High Risk Guidelines'.<sup>4</sup> Social procurement commitments form part of the contractual obligations and deliverables between Government and the supplier. As such, where applicable, they should be managed consistent with the VGPB contract management and disclosure policy and the above construction guideline. This guide offers supplementary guidance for government buyers, specifically in relation to contract management of social procurement commitments.

This guide is current as of February 2019. The suite of SPF guidance materials will be periodically reviewed and updated to reflect stakeholder feedback and changes to the legislative and policy landscape.

## Contents of this guide

This guide contains the following sections:

- **Section 1** explains how government buyers and contract managers work together in relation to suppliers' social procurement commitments throughout the procurement lifecycle;
- **Section 2** outlines key activities and information that government buyers need to communicate to suppliers to ensure that contract managers can effectively manage, monitor and report on social procurement commitments;
- **Section 3** provides a high-level overview of social procurement reporting requirements for departments and agencies under the SPF;
- **Appendix A1** provides a sample Social Procurement Commitment Response Form;
- **Appendix A2** provides a sample Social Procurement Performance Report template that contract managers can use and provide to suppliers;
- **Appendix A3** provides a sample Contract Manager Master Social Procurement Performance Spreadsheet for monitoring and reporting suppliers' achievements against social procurement commitments; and
- **Appendix A4** provides a template Statutory Declaration form.

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<sup>3</sup> See information available online at <https://buyingfor.vic.gov.au/manage-contract>.

<sup>4</sup> See information available online at <https://www.dtf.vic.gov.au/investment-lifecycle-and-high-value-high-risk-guidelines/stage-4-implement>

## Section 1 – Social procurement commitments within an individual procurement activity

The SPF applies to the procurement of all goods, services and construction undertaken by or on behalf of departments and agencies subject to the Standing Directions of the *Financial Management Act* (1994). It adopts a scalable approach, based on the value of an individual procurement activity, and applies to both small and large procurement activities.

Social procurement commitments relate to the delivery of social and sustainable outcomes through an individual procurement activity. Like any other contractual commitment, they require management, monitoring and reporting. The level of monitoring and reporting of SPF commitments should be proportionate to the individual procurement activity. The approaches detailed in this guide are therefore not prescriptive – they provide guiding principles and should be tailored to the specific circumstances of the procurement activity.

### Government buyers and contract managers work together in relation to social procurement commitments

**Government buyers** may be guided by the priority SPF objectives, as identified in their agency Social Procurement Strategy, in choosing which SPF opportunities to pursue in a procurement activity. Government buyers will also work with the supplier to identify social procurement opportunities and ultimately reach agreement with the supplier on the social procurement commitments that will form part of the contract. As part of this process, the contract will outline the applicable management, monitoring and reporting regime in relation to social procurement commitments.

**Contract managers** play an important role in managing the contract to ensure that:

- each party to the contract meets their obligations, including the social procurement commitments; and
- the goods, services or construction is delivered as agreed over the life of the contract and value for money is achieved.

In many procurement activities, the government buyer will also be the contract manager. However, in some cases, such as in large construction projects, these roles will be undertaken by different people. For that reason, this guide draws the distinction between the roles of government buyers and contract managers.

It is important that consideration is given to social procurement monitoring and reporting throughout the procurement process and not just in the contract management phase. The government buyer should also be considering how social procurement will apply in planning their market approach, issuing an invitation to supply, evaluating, negotiating and selecting a supplier, and in executing the contract. Information on these steps is available in the other SPF Buyer Guides.

### Government buyers and contract managers develop suppliers' social procurement capability

Suppliers have different levels of awareness and experience with social procurement. It is important that government buyers and/or contract managers work with suppliers in a manner that reflects the supplier's level of awareness and experience, whilst maintaining appropriate probity standards.

Where social procurement is new to a supplier, the government buyer will be instrumental in providing the supplier with information and guidance about any social procurement requirements relevant to the individual procurement activity.

It is recommended that government buyers consider each of the following steps:<sup>5</sup>

- Inform the market of any relevant social procurement requirements during the market approach;
- Support suppliers to understand and respond to social procurement requirements in the invitation to supply to ensure that social procurement opportunities are identified;
- Evaluate tender responses based on the social procurement opportunities identified and the weighting applied to the social procurement criterion;
- Assess risks relating to the identified social procurement opportunities and explore mitigation strategies with the tenderer(s) as required;
- Clarify and negotiate social procurement commitments based on the identified social procurement opportunities;
- Ensure that the agreed social procurement commitments are incorporated into the contract and support suppliers to understand their contractual obligations; and
- Ensure that the contract manager (noting that in many instances the government buyer may also be the contract manager) is aware of the social procurement commitments that need to be monitored, so that the contract manager can track and discuss the supplier's performance against social procurement commitments.

By following these steps, suppliers that are new to social procurement will feel supported and gain the confidence they need to effectively deliver on their social procurement commitments. Over time, social procurement will become embedded into suppliers' processes, culture and supply chains.

Government buyers and contract managers will therefore help to develop suppliers' social procurement capability and expand the pool of suppliers that are able to deliver social and sustainable outcomes through government procurement.

### **Suppliers' achievement of social procurement commitments**

Contract Managers are responsible for ensuring the successful delivery of social procurement commitments and meeting reporting requirements. This will include monitoring and acting upon non-compliance issues.

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<sup>5</sup> The SPF *Guide to individual procurement activity requirements* provides practical direction to government buyers in relation to considering social procurement opportunities and model clauses for inclusion within invitations to supply and subsequent contracts.

## Section 2 – Essential activities for the successful management of social procurement commitments

Table 1 below outlines activities that will help government buyers and contract managers ensure that social procurement commitments are effectively managed, monitored and reported on over the life of the contract. The principles that underpin these activities are relevant to all procurement activities, from small goods and services procurements to large construction projects. However, the activities proposed are not prescriptive and may need to be tailored so that they are proportionate to the individual procurement activity.

**Table 1: Suggested activities for government buyers and contract managers through the individual procurement activity**

| Procurement stage                   | Suggested activities for government buyers and contract managers   |
|-------------------------------------|--|
| Plan Market approach <sup>6 7</sup> | <ul style="list-style-type: none"> <li>• The market approach for any procurement activity requires careful planning and preparedness.</li> <li>• See the <i>SPF Guide to individual procurement activity requirements</i> for practical guidance (including model clauses) on incorporating social procurement requirements into the sourcing phase of the procurement lifecycle.</li> <li>• Refer to Departmental / Agency Social Procurement Strategy to be guided by SPF objectives.</li> <li>• Consider which SPF objectives and outcomes are priorities for the individual procurement activity<sup>8</sup> and any anticipated reporting requirements.</li> <li>• Plan for <b>how</b> potential suppliers will be expected to respond to any social procurement requirements in their responses. Consider if suppliers will be required to complete a Social Procurement Commitment Proposal, or other form of response to social procurement requirements, as part of their response. If so, clearly explain these expectations in the invitation to supply.</li> </ul>   |
| Issuing invitation to supply        | <ul style="list-style-type: none"> <li>• Government buyers must ensure that potential suppliers are informed of the social procurement requirements (including in relation to reporting) in the invitation to supply, so that suppliers can be fully prepared to meet these requirements. Detail <b>what</b> the supplier will need to report on, <b>how</b> they will report, and <b>when</b> to report. All anticipated requirements should be clearly communicated from the outset of the market approach.</li> <li>• Inform potential supplier(s) that, if successful, they will be required to provide updates on their performance against social procurement commitments. An example scenario is as follows: <ul style="list-style-type: none"> <li>○ The contractor may be required to submit <b>Social Procurement Performance Reports</b> to the contract manager, outlining its performance against social procurement commitments identified in its Social Procurement Commitment Proposal. The frequency of reporting should be clearly stipulated. Refer to Appendix A2 for the sample reporting template.</li> <li>○ The contractor may be required to submit a <b>final Social Procurement Performance Report</b> within a specified period of practical completion or the date the contract is completed. This report should be supported by a properly executed <b>statutory declaration</b>. See Appendix A4 for an example statutory declaration.</li> </ul> </li> </ul> |

<sup>6</sup> For further information on stages of the procurement lifecycle, see the Guide to Procurement section at <https://buyingfor.vic.gov.au>.

<sup>7</sup> The 'market approach' is the process undertaken by an organisation to inform the market of an organisation's procurement requirements, to obtain offers from potential suppliers that meet those requirements. There are a range of market approaches, such as expression of interest, quotation, tender and registers.

<sup>8</sup> The *SPF Guide to individual procurement activity requirements* provides details on the provision of clear and accurate descriptions of the social and sustainable outcomes to be delivered through the individual procurement activity.

- The contractor is advised that the department / agency will have the right to inspect the contractor's records for the purpose of verifying compliance with the social procurement commitments; and
- The contractor is advised that the statistical information related to social procurement commitments that form part of the contract may be reported to the Department of Treasury and Finance and considered in the assessment or review of the contractor's eligibility to tender for future Victorian Government contracts. The government buyer should explain to the supplier that the information used for reporting is aggregated and de-identified. Refer to Section 3 for further details on the reporting of Social Procurement data at the agency level.
- The *SPF Guide to individual procurement activity requirements* provides model clauses for inclusion in invitations to supply and subsequent contracts.

Evaluation, negotiation, selection<sup>6 9</sup>

- Government buyers will need to clarify and negotiate a final agreed position with the preferred supplier(s) on social procurement commitments and applicable measures and performance indicators. These performance indicators will form part of the works or scope of work under the contract. From a probity perspective, it is important that all shortlisted suppliers are provided the same information regarding SPF requirements.
- See the *SPF Guide to evaluation* for practical guidance on evaluating supplier responses against social procurement criteria during the sourcing phase of the procurement lifecycle, including example approaches to incorporating social and sustainable outcomes into an evaluation process.
- Government buyers may need to work with the preferred supplier(s) to identify and / or refine social procurement opportunities and agree to social procurement commitments for the procurement activity. This may involve direct<sup>10</sup> and indirect<sup>11</sup> approaches to social procurement. It is essential to establish performance indicators that enable reporting, monitoring and verification of performance against social procurement commitments. An agreed verification process will also be necessary to satisfy contract managers that any social procurement achievements by the contractor or subcontractors (as reported by the contractor) are true and accurate.
- Advise the potential supplier(s) that agreed social procurement commitments will be documented in the **Social Procurement Commitment Response Form** (refer to Appendix A1) and form a contractual obligation.

Create a contract<sup>6 12</sup>

- The government buyer and preferred supplier(s) have reached an agreed position on social procurement commitments, which must form part of the contract between Government and the preferred supplier(s).
- Government buyers must translate any social procurements commitments documented in the **Social Procurement Commitment Response Form** into contractual obligations. Requirements relating to the monitoring, reporting and verification of performance against social

<sup>9</sup> Evaluation, negotiation and selection are important complementary processes that underpin selection of the most appropriate submission in response to an invitation to supply.

<sup>10</sup> Direct approach to social procurement is where a department or agency purchases goods, services or construction from a 'social benefit supplier'.

<sup>11</sup> Indirect approach to social procurement is where a department or agency purchases goods, services or construction from a 'mainstream supplier' and the Government uses invitations to supply and clauses in contracts to deliver social and/or sustainable outcomes. By purchasing from mainstream suppliers, and imposing requirements on those suppliers to deliver social and/or sustainable outcomes, Government is indirectly delivering social and/or sustainable outcomes. This approach includes scenarios where a department or agency requires a mainstream supplier to involve social benefit suppliers through the supply chain (e.g. by way of subcontracting).

<sup>12</sup> Contracts describe the commercial relationship between the buyer and the supplier.

procurement commitments must also form part of the contract. A Social Procurement Performance Report template is to be finalised and incorporated into the contract.

- Provide preferred supplier(s) with any information required to effectively deliver their social procurement commitments, such as arrangements for accessing social benefit supplier<sup>13</sup> directories.
- The *SPF Guide to individual procurement activity requirements* provides model clauses for inclusion in contracts.

#### Manage contract<sup>6</sup>

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- The contract has been executed and the priority for the contract manager is the monitoring, reporting and verification of the contractor's performance against social procurement commitments.
- Contract managers must be in regular contact with the contractor to monitor progress and achievement against their social procurement commitments. This can be done by:
  - establishing regular performance meetings with the contractor;
  - analysing the **Social Procurement Performance Reports** submitted by the contractor, at a frequency agreed in the contract. The contract manager should be familiar with the details of the schedule of works or scope of works to progressively monitor whether the cumulative social procurement achievements are likely to result in the successful achievement of the contractor's social procurement commitments;
  - the contract manager being satisfied that the contractor's social procurement achievement report is true and accurate;
  - discussing the contractor's progress against their social procurement commitments. If the contractor has reached 100% of their deliverables, discuss what has worked well and identify stretch opportunities for the remainder of the contract. If progress does not meet the contract manager's expectations, work with the supplier to identify barriers and any remedial activities; and
  - tracking overall performance of the contractor against social procurement commitments. This may be done through use of a 'master spreadsheet' (refer Appendix A3) that has the agreed social procurement commitments, with cumulative totals as a percentage of the overall contractual obligation.

<sup>13</sup> Social benefit supplier means that the supplier operates and has a business premises in Victoria; and, is either certified by Social Traders to be a social enterprise; provides 'supported employment services' as defined in section 7 of the *Disability Services Act 1986* (Cth); or is verified by Supply Nation or Kinaway as a Victorian Aboriginal business.

<sup>14</sup>Contract management or contract administration is the management of contracts made with suppliers. When managing a contract, you must follow the terms and conditions, as well as document and agree on changes that arise during the process. Contract management should maximise performance and minimise risk.



## Section 3 – Department and Agency SPF reporting requirements

It is important that processes exist to measure the benefits of social procurement to ensure that value for money is achieved and substantiated. Government departments and agencies subject to the Standing Directions are required to:

- report on their social procurement activities under the SPF in their own Annual Reports; and
- contribute to an annual whole of Victorian Government report on aggregated SPF outcomes and benefits.

Information on reporting requirements for departments and agencies can be found in the '*SPF Measurement and Reporting Guidelines*'. Contact [socialprocurement@dtf.vic.gov.au](mailto:socialprocurement@dtf.vic.gov.au) for these guidelines.

Government buyers and contract managers play an important part in this reporting process by collecting data on performance against social procurement commitments at the individual contract level.

The SPF annual reporting requirements are mandatory for all departments and agencies. Clear and accurate reporting at the contract level is essential to ensure the annual public reporting process is robust and efficient.

# Appendix A1 – (Sample) Social Procurement Commitment Response Form

## Reach agreement on social procurement commitments and measures

Following the evaluation of supplier responses, government buyers will engage with potential suppliers to discuss their Social Procurement Commitment Proposal (or other form of response to SPF-related requirements included in the invitation to supply) through the clarification and negotiation process, with a view to reaching agreement on social procurement commitments that will form part of the contract. This agreed position will be recorded in a Social Procurement Commitment Response Form, and the preferred supplier(s) will be required to achieve the social procurement commitments detailed in the form.

This form is a sample only. The sample template is based on a procurement activity including direct and subcontracting approaches to deliver the following social outcomes:

- employment for Victorian Aboriginal people;
- employment for Victorians with disability;
- employment of disadvantaged Victorians;
- spend with social benefit suppliers; and
- providing job readiness support for disadvantaged Victorians.

If other social or sustainable outcomes are involved, the sample template should be amended accordingly. This example approach is not prescriptive – it is up to the government buyer to determine the most appropriate approach based on the circumstances of the individual procurement activity.

## SOCIAL PROCUREMENT COMMITMENT RESPONSE FORM

The Tenderer agrees that if it is awarded the contract, it will achieve the Social Procurement Commitments set out in this Social Procurement Commitment Response Form when performing the works under the contract.

The Tenderer agrees to achieve the following Social Procurement Commitments as part of its contract:

- a) the Tenderer will employ, either through direct or indirect employment through its supply chain, or through labour hire arrangements, Aboriginal people (Table 1), people with disability and disadvantaged Victorians (Table 2) to deliver the work under the contract;
- b) the Tenderer will purchase goods and services from Social Benefits Suppliers as described in the Table 3; and
- c) the Tenderer will provide job readiness activities for disadvantaged Victorians as described in Table 4.

|                       |  |
|-----------------------|--|
|                       |  |
| Contractor / Supplier |  |
| ABN                   |  |
| Type of Activity      |  |



Table 4. Job readiness activities provided for cohorts

| GROUP  | NUMBER (people) | NUMBER (hours) |
|--|-----------------|----------------|
| People with disability                                       |                 |                |
| Workers in transition (such as retrenched automotive worker) |                 |                |
| Refugee  |                 |                |
| Migrant  |                 |                |
| Long-term unemployed people                                  |                 |                |
| Disengaged Youth   |                 |                |
| Single parents   |                 |                |

## Glossary

The definitions in the table below are for the purposes of the SPF only.

| TERM                          | DEFINITION   |
|-------------------------------|--|
| Aboriginal person             | A person of Aboriginal and Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives.   |
| Victorian Aboriginal business | A business that is at least 50 per cent Aboriginal and/or Torres Strait Islander owned, undertaking commercial activity, and operates and has business premises in Victoria.   |
| Verified Aboriginal Business  | A Victorian Aboriginal business that is verified by Kinaway or Supply Nation.  |
| People with disability        | People with disability who are living in Victoria.   |
| Job Readiness activities      | Providing the 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. These skills will also be transferable to other contexts – as an employee, volunteer or self-employed.  |
| Long-term unemployed          | People who have not been employed for 12 months or more, excluding people undertaking studies.   |
| Disengaged youth              | People aged 15 to 24 years not studying or seeking full-time work.   |
| Single parents                | Sole parents that are responsible for dependent or non-dependent children of any age (either living in the household or outside the household) and not employed for a period of 12 months or more.   |
| Migrants                      | Migrants have been defined as people who leave their country voluntarily to commence living in Australia and are not in sustainable employment for a period of 12 months or more. For this purpose, 'sustainable employment' means that they have (a) had casual or intermittent employment for a period of 12 months or more and (b) are at risk of long-term unemployment. |
| Refugees                      | Refugees have been defined as people subject to persecution in their home country, who now reside in Victoria and have not been employed for a period of 12 months or more.  |
| Workers in transition         | People who are recently retrenched or facing pending retrenchment due to business closure or industry transition.  |

Verified Social  
Enterprise

Social Enterprises that are verified by Social Traders.

Australian Disability  
Enterprise

Commonwealth funded and generally not-for-profit entity operating in a commercial context, specifically to provide supportive employment opportunities to people with a moderate to severe disability. The Australian Disability Enterprises are found online at BuyAbility <https://buyability.org.au/>.

# Appendix A2 – (Sample) Social Procurement Performance Report for Period X

## Regular reporting on the contractor’s achievements against social procurement commitments

Contract managers need to monitor the contractors’ performance against the social procurement commitments. This form is a tool that would replicate the social procurement commitments agreed with the contractor in the Social Procurement Commitment Response Form (see Appendix A1). The frequency of the reporting should be outlined in the contract.

This form is a sample only. The sample template is based on a procurement activity including direct and subcontracting approaches to deliver the following SPF priority outcomes:

- employment for Victorian Aboriginal people;
- employment for Victorians with disability;
- employment of disadvantaged Victorians;
- spend with social benefit suppliers; and
- providing job readiness support for disadvantaged Victorians.

If other social or sustainable outcomes are involved, the sample template should be amended accordingly. This example approach is not prescriptive – it is up to the government buyer to determine the most appropriate approach based on the circumstances of the individual procurement activity. The level of monitoring and reporting of SPF commitments should be proportionate to the individual procurement activity – it may not be necessary to use this template for all procurement activities.

Contract managers must satisfy themselves that the data presented in this form, either direct or subcontractor data, is true and correct. The contract manager may review this information to verify as needed.

Contractors may provide this template to their sub- contractors for completion and then collate the data for return.

This is a sample report - it is for the buyer to determine the appropriate content and frequency of reporting. This is to be used as an example.

## SOCIAL PROCUREMENT PERFORMANCE REPORT - FOR PERIOD X

|                       |      |  |    |
|-----------------------|------|--|----|
|                       |      |  |    |
| Contractor / Supplier |      |  |    |
| ABN                   |      |  |    |
| Period of Report      | From |  | To |



Table 4. Job readiness provided for cohorts

| GROUP  | NUMBER (people) | HOURS |
|--|-----------------|-------|
| People with disability                                       |                 |       |
| Workers in transition (such as retrenched automotive worker) |                 |       |
| Refugee  |                 |       |
| Migrant  |                 |       |
| Long-term unemployed people                                  |                 |       |
| Disengaged Youth   |                 |       |
| Single parents   |                 |       |

## Glossary

The definitions in the table below are for the purposes of the SPF only.

| TERM                          | DEFINITION   |
|-------------------------------|--|
| Aboriginal person             | A person of Aboriginal and Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives.   |
| Victorian Aboriginal business | A business that is at least 50 per cent Aboriginal and/or Torres Strait Islander owned, undertaking commercial activity, and operates and has business premises in Victoria.   |
| Verified Aboriginal Business  | A Victorian Aboriginal business that is verified by Kinaway or Supply Nation.  |
| People with disability        | People with disability who are living in Victoria.   |
| Job Readiness activities      | Providing the 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. These skills will also be transferable to other contexts – as an employee, volunteer or self-employed.  |
| Long-term unemployed          | People who have not been employed for 12 months or more, excluding people undertaking studies.   |
| Disengaged youth              | People aged 15 to 24 years not studying or seeking full-time work.   |
| Single parents                | Sole parents that are responsible for dependent or non-dependent children of any age (either living in the household or outside the household) and not employed for a period of 12 months or more.   |
| Migrants                      | Migrants have been defined as people who leave their country voluntarily to commence living in Australia and are not in sustainable employment for a period of 12 months or more. For this purpose, 'sustainable employment' means that they have (a) had casual or intermittent employment for a period of 12 months or more and (b) are at risk of long-term unemployment. |
| Refugees                      | Refugees have been defined as people subject to persecution in their home country, who now reside in Victoria and have not been employed for a period of 12 months or more.  |



|                                  |   |
|----------------------------------|---|
| Workers in transition            | People who are recently retrenched or facing pending retrenchment due to business closure or industry transition.   |
| Verified Social Enterprise       | Social Enterprises that are verified by Social Traders.   |
| Australian Disability Enterprise | Commonwealth funded and generally not-for-profit entity operating in a commercial context, specifically to provide supportive employment opportunities to people with a moderate to severe disability. The Australian Disability Enterprises are found online at BuyAbility <a href="https://buyability.org.au/">https://buyability.org.au/</a> . |

# Appendix A3 – (Sample) Contract Manager Master Social Procurement Performance Spreadsheet

## Contract managers will monitor and analyse contractor’s performance against social procurement commitments

Contract managers will track the contractor’s performance using a process that suits their internal department / agency systems and processes. A tracking mechanism is required that can incorporate data from the contractor’s performance reports, with cumulative totals against the contractual requirements. This analysis and data is used for the management of contractual obligations and a data source for SPF reporting requirements.

The sample spreadsheet below is based on a contract that has both direct and subcontracting social procurement commitments to deliver the following SPF priority outcomes:

- employment for Victorian Aboriginal people;
- employment for Victorian people with disability;
- employment of disadvantaged Victorians;
- spend with social benefit suppliers; and
- providing job readiness support for disadvantaged Victorians.

If other social or sustainable outcomes are involved, the sample spreadsheet should be amended accordingly.

This example approach is not prescriptive – it is up to the government buyer to determine the most appropriate approach based on the circumstances of the individual procurement activity. The level of monitoring and reporting of SPF commitments should be proportionate to the individual procurement activity – it may not be necessary to use this template for all procurement activities.

|                              |  |
|------------------------------|--|
|                              |  |
| Project                      |  |
| Contractor / Supplier <name> |  |
| Contract Reference #         |  |

| Employment of Aboriginal people      | Target | Actual to date | % of target |
|--------------------------------------|--------|----------------|-------------|
| Number of Aboriginal people employed |        |                |             |
| Aboriginal people employed - hours   |        |                |             |

| Spend with Social Benefit Suppliers        | Target | Actual to date | % of target |
|--|--------|----------------|-------------|
| Number of Social Benefit suppliers engaged |        |                |             |
| Spend with Social Benefit suppliers        |        |                |             |

| Employment of cohorts                          | Target | Actual to date | % of target |
|--|--------|----------------|-------------|
| Number of people with disability employed      |        |                |             |
| People with disability employed – hours        |        |                |             |
| Number of workers in transition employed       |        |                |             |
| Workers in transition employed – hours         |        |                |             |
| Number of Refugees employed                    |        |                |             |
| Refugees employed – hours                      |        |                |             |
| Number of Migrants employed                    |        |                |             |
| Migrants employed – hours                      |        |                |             |
| Number of long-term unemployed people employed |        |                |             |
| Long-term unemployed people employed – hours   |        |                |             |
| Number of disengaged youth employed            |        |                |             |
| Disengaged youth employed – hours              |        |                |             |
| Number of single parents employed              |        |                |             |
| Single parents employed – hours                |        |                |             |

| Job Readiness of cohorts  | Target | Actual to date | % of target |
|---|--------|----------------|-------------|
| Number of people with disability provided job readiness activities      |        |                |             |
| People with disability provided job readiness activities – hours        |        |                |             |
| Number of workers in transition provided job readiness activities       |        |                |             |
| Workers in transition provided job readiness activities – hours         |        |                |             |
| Number of Refugees provided job readiness activities                    |        |                |             |
| Refugees provided job readiness activities – hours                      |        |                |             |
| Number of Migrants provided job readiness activities                    |        |                |             |
| Migrants provided job readiness activities – hours                      |        |                |             |
| Number of long-term unemployed people provided job readiness activities |        |                |             |
| Long-term unemployed people provided job readiness activities – hours   |        |                |             |
| Number of disengaged youth provided job readiness activities            |        |                |             |
| Disengaged youth provided job readiness activities – hours              |        |                |             |
| Number of single parents provided job readiness activities              |        |                |             |
| Single parents provided job readiness activities – hours                |        |                |             |

# Appendix A4 – Example Statutory Declaration

I, .....[**insert full name**] of .....  
..... [**insert address**] in ..... [**insert State or Territory**],  
..... [**insert occupation**] do solemnly and sincerely declare that, for the  
purposes of clause [**insert clause reference**] of the agreement between the State of Victoria through  
[**insert name of government buyer**] (**Organisation**) and  
..... (**Supplier**) dated ..... (**Agreement**) -

1. I hold the position of ..... [**title**] and am duly authorised by the Supplier to make this declaration on its behalf.
2. The contents of the final Social Procurement Performance Report submitted by the Supplier to the Organisation are true and correct.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at ..... )  
This ..... day of 20 ..... ) .....

Signature of person making this declaration  
[to be signed in front of an authorised witness]

Before me:

.....

Signature of Authorised Witness

The authorised witness must print or stamp his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958* (as of 1 January 2010), (previously *Evidence Act 1958*), (for example Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)

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