

Guidelines for the implementation of the Indigenous Employment Provisional Sum

Purpose

To provide employment opportunities and build the capacity of Indigenous businesses to successfully share in the delivery of construction projects in the Northern Territory.

Scope

The Indigenous Employment Provisional Sum will be included in all DoI Tier 4 (\$500 000 but less than \$2 million) and Tier 5 (\$2 million and greater) construction/works tenders.

Claims against the Indigenous Employment Provisional Sum

The Indigenous Employment Provisional Sum has been established in Tier 4 and 5 projects to support the employment of Indigenous persons by the Contractor and any Sub-Contractors in the performance of the Works.

Project tender documentation (Request for Tender) outlines how the successful contractor shall make claims against the Indigenous Employment Provisional Sum - a contractor will be required to provide an Indigenous Employment Report incorporating:

- (a) a listing of all Indigenous persons employed by the Contractor and any Sub-Contractor in the performance of the Works;
- (b) pay sheets signed by the participants, detailing hours worked and wages details relating to those Indigenous employees for whom a claim is being made for the period since the previous progress claim period and who are employed by the Contractor in the performance of the Works;
- (c) pay sheets, signed by the participants, detailing hours worked and wages details relating to those Indigenous employees for whom a claim is being made for the period since the previous progress claim period and who are identified as being employed by any Sub-Contractor in the performance of the Works accompanied by an invoice that reflects the claims;
- (d) a summary report of claims against the Indigenous Employment Provisional Sum from the commencement of the Works including the current monthly claims; and
- (e) details of any other subsidies received by or to which the Contractor or Sub-Contractor may be entitled for engaging Indigenous employees.

No payment to the Contractor against the Indigenous Employment Provisional Sum can be made beyond the amount identified in the Schedule of Rates as 'Indigenous Employment Provisional Sum' without prior written authority from the Principal.

Exclusions

The following activities/costs **cannot** be claimed by Contractors and any Sub-Contractors against the Indigenous Employment Provisional Sum:

- Employment agency/broker fees
- Mentoring costs
- Accommodation
- Personal Protective Equipment
- Indigenous employees not working directly on the Works
- Sole-traders operating under an ABN or business owners/directors who are not receiving wages as part of the PAYG taxation system. Sole trader reimbursable wages shall be capped at \$40 per hour
- Training expenses *
- Travel expenses *

* hours travelling (in remote areas) and hours attending training can be claimed, but associated costs cannot be claimed.

For further information or enquiries, please contact the Department of Infrastructure, Procurement Services Unit on 8999 4717 or procurementadvice.doi@nt.gov.au