Indigenous or Aboriginal Development Plan
End of Project Report

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| Contract Information |
| Tender Number | Txx-xxxx |
| Title of Contract |  |
| Contractor |  |
| Brief Description of Works |  |
| Final Value | $ |
| Date Report Submitted to DLI |  |

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| --- |
| Revisions/Amendments |
| **Date** | **Revision** | **Amendments/Changes** |
| *Insert date* | *1* | *First draft* |
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| Abbreviations used in this document |
| DLI | Department of Logistics and Infrastructure | NPWC  | National Public Works Council Conditions of Contract |
| PCWS | Period Contract Works and Services Conditions of Contract | MWS | Minor Works and Services Conditions of Contract |
| RFQ | Request for Quotation | RFT | Request for Tender |
| RS | Response Schedule | IDP | Indigenous Development Plan |
| ABE | Aboriginal Business Enterprise | IBE | Indigenous Business Enterprise |
| NOA | Notice of Award |  |  |

Contents

[1. General Compliance with Endorsed IDP Objectives 2](#_Toc182906212)

[2. Employment Compliance 3](#_Toc182906213)

[3. Training Compliance 3](#_Toc182906214)

[4. Lessons Learned 4](#_Toc182906215)

*Disclaimer: Contractor is required to check their contractual documents (ie RFT/RFQ) for any additional IDP requirements to be included in the end of project report before submitting this report.*

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| Conditions of Contract  | Date |
| Within fourteen (14) days of the Date of Acceptance, the Contractor shall submit to the Superintendent for approval one copy of the Indigenous Development Plan. The Superintendent shall within a reasonable time from receipt either approve the Indigenous Development Plan, or reject it, giving reasons for the rejections. If the Superintendent rejects the Contractor’s Indigenous Development Plan the Contractor shall rectify the deficiencies and resubmit the Indigenous Development Plan for approval by the Superintendent | Notice of Acceptance:  |  |
| Date IDP submitted to Superintendent: |  |
| IDP Approval receipt from Superintendent: |  |

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| General Compliance with Endorsed IDP Objectives |
| *Information included in this section of your report could include:* * Summary of IDP Objectives
* Briefly outline the key objectives as stated in your IDP and Response Schedule.
* Compliance Overview
* Describe the overall compliance with these objectives.
* Highlight major activities and initiatives undertaken to meet the objectives.
* Challenges and Mitigations
* Identify any challenges encountered in implementing the IDP.
* Describe the strategies and actions taken to overcome these challenges.
 |
| **\*Insert Text Here\*** |

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| Employment ComplianceYour Employment compliance should address your achievements against your initial objectives/goals |
| *Information in this section of your report could include:** Employment Targets and Achievements
* State the Indigenous employment targets set in the IDP and Response Schedule.
* Provide data on the total number of people employed compared with the number of Indigenous people employed, include details of each workers role such as apprentice, manager, labourer
* Specify the number of Indigenous apprentices and trainees employed.
* Recruitment and Retention Strategies
* Detail the strategies used to recruit and retain Indigenous employees.
* Discuss the effectiveness of these strategies and any modifications made during the project.
* Employment Conditions and Compliance
* Confirm compliance with the Fair Work Act and other relevant regulations.
* Compliance with ABE/IBEs committed versus actually engaged
 |
| **\*Insert Text Here\*** |

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| Training ComplianceYour training compliance should address your achievements against your initial objectives/goals  |
| *Information in this section of your report could include:** Training Targets and Achievements
* List the training targets set in the IDP and Response Schedule.
* Provide data on the training hours completed by Indigenous employees, specifying classroom and on-the-job training.
* Identify the registered training organizations (RTOs) involved and the courses delivered.
* Skills Development
* Discuss the skill gaps identified and the development pathways implemented.
* Highlight key training programs and their outcomes.
* Funding and Support
* Describe the utilisation of such funds (if applicable).
* Note any external funding sourced to support training programs.
 |
| **\*Insert Text Here\*** |

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| Lessons Learned |
| *Information in this section of your report could include:* * Successes
* Highlight successful strategies and initiatives.
* Explain what made them successful and how they can be replicated in future projects.
* Challenges and Improvements
* Identify key challenges faced during the project.
* Suggest improvements or alternative approaches for future projects.
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| **\*Insert Text Here\*** |