




Social procurement resources

December 2021

This document outlines useful resources to support CHIA Vic members in achieving their social procurement objectives. Resources with  indicate a resource specifically developed for CHIA Vic members.

The resources are organised across six tables to reflect the relevant topic area:


- General social procurement framework resources
- Tables for each of the key social procurement objectives of the Big Housing Build:
 - Women's equality and safety and opportunities for women
 - Opportunities for Victorian Aboriginal people
 - Opportunities for disadvantaged Victorians
- Staff-wide training options to improve workplace diversity and inclusion
- Organisational change resources


This list will be updated as more resources become available. However, it is not an exhaustive list, and we encourage members to undertake their own additional research in this area.


If you have identified the need for a resource not listed here, have found another resource that we can share with other CHIA Vic members, or there are any broken links in the list, please contact Stephanie Ng, stephanie.ng@chiavic.com.au.

Social procurement framework resources

SOCIAL PROCUREMENT FRAMEWORK RESOURCE

 [Social procurement fact sheet](#) developed by CHIA Vic outlining what social procurement is, and how it relates to the Big Housing Build

 [Working for Victorians fact sheet](#) developed by CHIA Vic outlining the Working for Victoria Initiative and how it relates to the Big Housing Build.

 [Local Jobs First fact sheet](#) developed by CHIA Vic outlining the Local Jobs First Policy and how it relates to the Big Housing Build.

 [List of Social Benefit Suppliers](#) relevant to CHIA Vic members.

Victorian Government [Social Procurement Framework Essential Information Factsheet](#) to support suppliers to implement the Social Procurement Framework.

Victorian Government [Social Procurement Framework FAQ](#) fact sheet

Victorian Government [Social Procurement Framework Factsheet on Inclusive Employment](#) outlines how social procurement promotes more diverse and inclusive workplaces and on how suppliers can be inclusive employers.

Victorian Government [Social Procurement Framework Factsheet on Aboriginal Businesses](#) outlines social procurement requirements related to engaging Victorian Aboriginal Businesses.


Victorian Government [Social Procurement Framework Factsheet on Social Enterprises](#) outlines what social procurement means for Victorian social enterprises with links to help identify social enterprises across Victoria.

Victorian Government [Social Procurement Framework Factsheet on Disability Enterprises](#) outlines what social procurement means for Victorian Australian Disability Enterprises with links to help identify these businesses.

Victorian Government [Social Procurement Framework Factsheet on Small to Medium Enterprises](#) outlines the social procurement requirements in relation to Small to Medium Enterprises.

Women's equality and safety resources


ACTION	WOMEN'S EQUALITY AND SAFETY RESOURCES
Develop safe and respectful workplace policies	<p>Our Community anti-discrimination policy template and bullying policy template.</p> <p>Australian Human Rights Commission workplace discrimination and harassment policy template.</p>
Learn more about gender equality and how to create safer workplaces	<p>Our Watch workplace standards and tools to help workplaces promote gender equality and respect including the practice guidance on policies and procedures to support equality and respect.</p> <p>The Equal Footing Toolkit includes a manual to guide organisations in how to improve gender equality and attitudes within their organisation, as well as communications materials to support this work (e.g. handouts, flyers). The toolkit was developed under a Gender Equality and Respect at Work pilot program funded by Office for Women and VicHealth.</p> <p>Victorian Trades Hall Council information on stopping gendered violence at work, including a factsheet, workplace posters, campaign kit and 2017 stop gendered violence at work report. VTHC also offers training on stopping gendered violence at work.</p> <p>Diversity Council Australia's Men Make a Difference: How to Engage Men on Gender Equality, Synopsis Report provides 10 recommendations for organisations to adopt a more effective approach to engaging men to achieve gender equality work.</p> <p>DFID Guidance Note: Shifting Social Norms to Tackle Violence Against Women and Girls is focused providing guidance on design of programmes to prevent violence against women and girls, but contains useful background information on how social norms relate to violence against women and girls.</p> <p>Workplace Gender Equality Agency (WGEA) Gender Strategy Toolkit including a Gender Equality Strategy Guide and a Gender Equality Diagnostic Tool.</p> <p><i>Note: these were developed to support Commonwealth Workplace Gender Equality Act 2012 requirements which applies to private sector organisations with 100 or more employees.</i></p>
Conduct organisational gender audit	<p>Victorian Government Commission for Gender Equality guidance on workplace gender auditing</p> <p><i>Note: this guidance has specifically been developed to support defined entities meet their obligations under the Gender Equality Act 2020</i></p> <p><i>CHIA Vic has been advised that the State Government is in the process of developing a gender audit template for organisations outside the public sector, based on the indicators of the Gender Equality Act</i></p>

ACTION	WOMEN'S EQUALITY AND SAFETY RESOURCES
	<p>In conducting a gender audit it is important to ensure employee privacy and data protection. Victorian Government Commission for Gender Equality provides guidance on employee privacy and the Office of the Victorian information Commissioner provides guidance on data privacy.</p>
<p>Develop a gender action plan</p>	<p>Victorian Government Commission for Gender Equality action plan guidance. Page 26 of the guidance document provides guidance on consultation.</p> <p><i>Note: this guidance has specifically been developed to support defined entities meet their obligations under the Gender Equality Act 2020</i></p> <p><i>CHIA Vic has been advised that the State Government is in the process of developing a gender audit template for organisations outside the public sector, based on the indicators of the Gender Equality Act</i></p>
<p>Develop sexual harassment and sexual assault policies</p>	<p> CHIA Vic template policy on prevention of sexual harassment</p> <p>VPSC template policy on preventing sexual harassment in the workplace</p> <p>Australian Human Rights Commission template policy on workplace discrimination and harassment includes a section on sexual harassment.</p> <p>Our Community sexual harassment policy template.</p> <p>Champions of Change sexual harassment: practical resources and tools provides guidance on how to prevent sexual harassment in the workplace, and a template sexual harassment policy. Champions Change also has additional resources about building a sexual harassment free workplace.</p>
<p>Offer employees access to flexible working arrangements</p>	<p>WGEA has a number of flexible work resources including guidance and tools to assess your organisation's readiness and guidance on developing a flexible working arrangements policy.</p> <p>Our Community flexible working arrangements agreement template.</p> <p>The Fair Work Ombudsman website outlines best practice around flexible working arrangements, including what should be included in a policy. It also includes an online training course on workplace flexibility.</p> <p>The Business Victoria website contains guidance on flexible working arrangements and in their HR policies and procedures manual template includes a section on flexible working arrangements.</p> <p>Champions of Change discussion paper on flexible ways of working.</p> <p>Chief Executive Women guide flex for success: five practices that build a flexible workforce.</p>


ACTION	WOMEN'S EQUALITY AND SAFETY RESOURCES
Offer employees access to family violence leave	Northern Integrated Family Violence Services Partnership have a range of resources including Workplace Family Violence Policy Template .
	The Fair Work Ombudsman's information on family and domestic violence leave . The employer guide to family and domestic violence includes guidance on what should be included in a workplace policy.
	WGEA includes general information and links to useful resources.
	Victorian Government guide on developing family violence leave policy.
	Australian Public Sector Commission domestic and family violence template policy .
	Victorian Trades Hall Council information on family violence including a guide to understanding family violence as a workplace issue . The VTHC also offers workplace training on family violence.
	ACTU model clauses on family and domestic violence leave .
	Champions of Change framework for workplace action on domestic and family violence sets out three different phases for this work and provides tools to support disclosures. The Champions of Change also have a toolkit with specific steps on how to respond to employees using domestic and family violence.
Improve gender equality in recruitment and promotion	WGEA gender equitable recruitment and promotion guide .
	Champions of Change guide for gender balance: interrupting bias in your talent process .
	Recruit smarter is a multi-sector initiative of the Victorian Government to develop inclusive employment practices and address unconscious bias in recruitment. Page 11-12 of the report of findings outlines useful strategies such as CV de-identification.
Close the gender pay gap	Champions of Change closing the gender pay gap report explains the concept, the warning signs, and page 8 provides an overview of how to measure the pay gap.
	WGEA gender pay gap calculator helps organisations in identifying and analysing the causes of various gender pay gaps within organisations and has an accompanying technical guide on how to use the calculator.
Aspire to achieve 50 per cent women on	The Victorian Government Commission for Gender Equality workplace gender audit guidance and templates includes a workforce reporting template which includes templates for collecting data on staff composition (indicator 1) and board composition (indicator 2).

ACTION	WOMEN'S EQUALITY AND SAFETY RESOURCES
the Board and senior management team	<p>The following offer toolkits to develop strategies:</p> <ul style="list-style-type: none"> ▪ WGEA women in leadership webpage ▪ Champions of Change guide for gender balance: interrupting bias in your talent process ▪ Gender Equality Commission Gender Equality Action Plan 2021-2025
Work with builder/developer to promote safe and equitable construction sites	<p>Model clauses for sub-contracts based on CFMEU template: family violence leave, safe and respectful workplaces, and amenities for women.</p> <p>Family violence clause model endorsed by the Victorian Trades Hall Council.</p>
Commit to increasing women's equality and safety in the construction sector	<p>The RMIT report Women in Construction: Exploring the Barriers and Supportive Enablers of Wellbeing in the Workplace lists support organisations established for women working in construction (table 8.1 on page 77), followed by a summary of each organisation and what they do.</p>

Opportunities for Victorian Aboriginal people resources


ACTION	OPPORTUNITIES FOR ABORIGINAL VICTORIAN PEOPLE RESOURCES
Improve cultural safety for Aboriginal people	 <p>Community Housing Aboriginal Cultural Safety Framework - Guide to help community housing organisations improve Aboriginal people's community housing outcomes by embedding Aboriginal cultural safety, accountability and monitoring into all aspects of their organisations.</p>
	<p>Human Rights legislation for Victoria – Charter of Human Rights and Responsibilities Act 2006 - see SECT 19 Cultural rights</p>
	<p>How to promote cultural awareness is outlined on page 8 of the guide to hiring new Aboriginal and Torres Strait Islander employees developed by Fair Work Australia</p>
	<p>Cultural safety for Aboriginal children tip sheet developed by the Commission for Children and Young People</p>

ACTION	OPPORTUNITIES FOR ABORIGINAL VICTORIAN PEOPLE RESOURCES
	<p>The following consultants have been involved in the development of the Community Housing Aboriginal Cultural Safety Framework or worked with CHIA Vic and CHOs:</p> <ul style="list-style-type: none"> ▪ Bundy Girri Consulting is a First Nations-led business ▪ Kerry Arabena Consulting is a 100% Indigenous-owned consulting firm <p>Jenny Samms & Nicole Cassar have both assisted CHOs to begin the work on the Cultural Safety Framework and if you want their contact details please contact CHIA Vic</p> <p>First Peoples – State Relations outlining the Victorian Government’s self-determination priorities, embedding self-determination across government, treaty, Victorian Government action underway to enable self-determination and Victorian Government Investment</p> <p>The Victorian Government’s Self-Determination Reform Framework guides public service action to enable self-determination in line with government’s commitments in the Victorian Aboriginal Affairs Framework 2018-2023.</p> <p>Aboriginal and Torres Strait Islander cultural safety framework guide developed by the Department of Health & Human Services for the Victorian health, human and community services sector</p>
Develop a Reconciliation Action Plan	<p>Reconciliation Australia outlines what is involved in the Reconciliation Action Plan Process and Framework.</p>
Offer employees access to cultural and ceremony leave	<p>Supporting workers during Sorry Business fact sheet developed by Fair Work Australia.</p> <p>Fair Work Australia’s guide to hiring new Aboriginal and Torres Strait Islander employees explains the importance of cultural, family and kinship obligations for Aboriginal and Torres Strait Island people (page 8)</p>
Employ Aboriginal Victorians	<p>Targeted recruitment of Aboriginal and Torres Strait Islander people - guide for employers developed by the Australian Human Rights Commission</p> <p>Guide to hiring new Aboriginal and Torres Strait Islander employees developed by Fair Work Australia</p> <p>Career trackers is a non-profit organisation supporting pre-professional Indigenous university students and linking them with employers to participate in paid, multi-year internships</p>

ACTION	OPPORTUNITIES FOR ABORIGINAL VICTORIAN PEOPLE RESOURCES
	<p>Indigenous Employment Australia job search website and its associated online social media following are used to assist in the delivery of information to many of the culturally rich and diverse Aboriginal and Torres Strait Islander communities and people around the country. Employers can post jobs on the website for a fee.</p> <p>Aboriginal Employment Strategy (AES) is a national Aboriginal recruitment and group training not for profit company</p> <p>Recruit smarter is a multi-sector initiative of the Victorian Government to develop inclusive employment practices and address unconscious bias in recruitment. Page 11-12 of the report of findings outlines useful strategies such as CV de-identification.</p>
Purchase from an Aboriginal owned business	<p>Victorian Government Social Procurement Framework Factsheet on Aboriginal Businesses outlines social procurement requirements related to engaging Victorian Aboriginal Businesses</p> <p> List of Social Benefit Suppliers relevant to CHIA Vic members</p> <p>Kinaway directory of Aboriginal owned businesses</p> <p>Supply Nation directory of Aboriginal owned businesses</p>

Opportunities for disadvantage Victorians resources

ACTION	OPPORTUNITIES FOR DISADVANTAGED VICTORIANS RESOURCES
Learn about how to create a more diverse workplace	<p>Fair Work Australia has a free online course aimed to showing you how to promote diversity and prevent discrimination in your workplace.</p> <p>Victorian Government Social Procurement Framework Factsheet on Inclusive Employment outlines how social procurement promotes more diverse and inclusive workplaces and on how suppliers can be inclusive employers.</p> <p>Recruit smarter is a multi-sector initiative of the Victorian Government to develop inclusive employment practices and address unconscious bias in recruitment. Page 11-12 of the report of findings outlines useful strategies such as CV de-identification.</p>

ACTION	OPPORTUNITIES FOR DISADVANTAGED VICTORIANS RESOURCES
Employ people with a disability and make workplace more accessible for people with a disability	<p>Created by the Australian Government, JobAccess is a hub for workplace and employment information for people with disability, employers, and service providers. It includes:</p> <ul style="list-style-type: none"> ▪ Information on different disability types and how to make workplaces more inclusive for people with a disability ▪ Employers page to provide support to help remove barriers to employing people with a disability and an employer toolkit
	<p>Get Skilled Access offers a range of services to make workplaces more accessible for people with a disability, including recruitment services and support to develop a disability inclusion plan</p>
	<p>Disability employment strategy 2018–2020 for the Department of Health and Human Services communicates their commitment to increasing the recruitment, development, and retention of people with disability</p>
	<p>Inclusive Employment 2012-2022. A vision for supported employment outlines the Australian Government’s future vision for inclusive, supported employment</p>
Employ migrants, refugees and asylum seekers and improve cultural safety in the workplace	<p>AMES Australia helps newly arrived migrants and refugees settle in Australia and offers services for employers including recruitment services and consultancy services to help organisations achieve a higher level of cultural diversity</p>
	<p>The Asylum Seeker Resource Centre (ASRC) partners with employers to hire asylum seekers</p>
	<p>The Centre for Multicultural Youth partners with employers to match businesses with young job seekers</p>
	<p>Sunraysia Mallee Ethnic Communities Council (SMECC) has offices in Mildura and Swan Hill. SMECC supports culturally and linguistically diverse people in the area and can help employers find workers</p>
	<p>Loddon Campaspe Multicultural Services employment program provides support including employment matching services and cultural competency training.</p>
	<p>CareerSeekers is a not for profit organisation supporting Australia’s humanitarian entrants into professional careers by connecting them with employers for a 12 week paid internship.</p>
Purchase from social enterprises	<p> List of social benefit suppliers relevant to CHIA Vic members</p>
	<p>Social Traders directory of social enterprises</p>
	<p>Victorian Government Social Procurement Framework Factsheet on Social Enterprises outlines what social procurement means for Victorian social enterprises with links to help identify social enterprises across Victoria.</p>

ACTION		OPPORTUNITIES FOR DISADVANTAGED VICTORIANS RESOURCES
Purchase from Australian disability enterprises	BuyAbility directory of Australian Disability Enterprises	
	Victorian Government Social Procurement Framework Factsheet on Disability Enterprises outlines what social procurement means for Victorian Australian Disability Enterprises with links to help identify these businesses.	

Staff-wide training options to improve workplace diversity and inclusion

TOPIC	DETAILS
Diversity and inclusion (general)	The Diversity Council of Australia offers a range of diversity and inclusion training options, both face-to-face and online.
	The Inclusion Program offers online training courses across a range of topics including core inclusion, Aboriginal and Torres Strat Islander, LGBTIQ+, gender, disability, culture, and age.
	Hue is a social justice organisation that offers a range of anti-racism and allyship training online workshops
	Intertwine offers a range of diversity and inclusion training options focused on intersectionality
Aboriginal cultural training	Your Mob Learning offers a variety of online cultural awareness training courses
Cultural competency	Loddon Campaspe Multicultural Services employment program offers cultural competency training.
Inclusive workplaces for people with a disability	Get Skilled Access offers a range of services to make workplaces more accessible for people with a disability, including online training and facilitated sessions/webinars
Gender equality	Free eLearning module Introduction to preventing Violence Against Women and a companion learner's toolkit.
	Gender Equity Victoria offers an introduction to gender equity in Victoria training course.
	The Victorian Trades Hall Council offer training on stopping gendered violence at work.

Organisational change resources

The resources outlined in the table below are focused on organisational change related to gender equality initiatives, however some of the learnings and concepts can be applied to other diversity and inclusion initiatives.

RESOURCES
<p>(En)countering resistance: Strategies to respond to resistance to gender equality initiatives draws together effective tools and strategies to prepare for and respond to backlash and resistance to gender equality initiatives. The resource was developed by VicHealth.</p>
<p>Our Watch Guidance on Dealing With Backlash explains how backlash often presents itself in the workplaces that are promoting gender equality and provides strategies to prepare for and reduce backlash.</p>
<p>DFID Guidance Note: Shifting Social Norms to Tackle Violence Against Women and Girls is focused providing guidance on design of programmes to prevent violence against women and girls, but contains useful background information on how social norms relate to violence against women and girls.</p>
<p>The Equal Footing Toolkit includes a manual to guide organisations in how to improve gender equality and attitudes within their organisation, as well as communications materials to support this work (e.g. handouts, flyers). The toolkit was developed under a Gender Equality and Respect at Work pilot program funded by Office for Women and VicHealth.</p>
<p>Diversity Council Australia's Men Make a Difference: How to Engage Men on Gender Equality, Synopsis Report provides 10 recommendations for organisations to adopt a more effective approach to engaging men to achieve gender equality work.</p>