

Secure Local Jobs Code

A guide to completing your Labour Relations, Training and Workplace Equity Plan

What is Labour Relations, Training, and Workplace Equity Plan (LRTWE)?

A Labour Relations, Training and Workplace Equity (LRTWE) plan is completed by businesses who hold a Secure Local Jobs Code (SLJC) Certificate. It is as compulsory part of your tender response, and is evaluated as part of the tender evaluation process.

The LRTWE plan **must** be developed in consultation with your staff. You must demonstrate how you have consulted with your staff on **this particular plan**. Your operations must align with the plan if you are the successful tenderer. You will need to provide evidence to support your claims **specific to THIS tender**.



Compliance

Compliance with the Secure Local Jobs Code

For this question, describe the systems and policies your business has in place to ensure compliance with the Code. At a minimum, detail how you will:

- Manage compliance by any subcontractors you engage
- Maintain communication with your workforce



Systems

Systems of work

Outline how you have incorporated the Code into your business systems and policies. This could be:

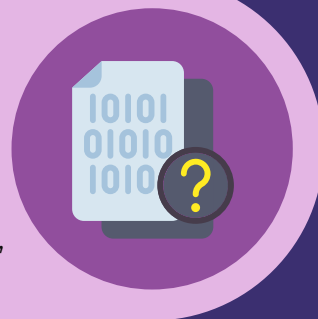
- Inclusion of Code information in induction material
- Compliance checks of SLJC certificate numbers for subcontractors
- Other systems or policies implemented to ensure compliance



Obligations

Understanding your Code Obligations

Explain how you will ensure all employees are aware of and are compliant with their obligations under the Code. You may need to provide evidence of training, toolbox talks or meetings. You may wish to refer to Part 3 of the Code, which outlines the **six obligations** for Code Certified Entities, when preparing your response.



Employment

Security of Employment

Explain how you minimise insecure working arrangements for staff. This may include:

- Reduction in use of subcontractors
- Minimising labour hire positions
- Transition casual employees to permanent positions



WHS

Employees' health and wellbeing

Outline the support systems in place for your staff to ensure their health and safety. You can refer to your Work Health and Safety policies and programs, and may refer to services such as: rehabilitation, safety training, EAP, domestic violence programs, English language training, etc. Your business may have even more additional support systems in place – Tell us about those!



Diversity

Workplace diversity

Show what diversity policies and strategies you have in place. This may include equal opportunity, employment of Aboriginal or Torres Strait Islander people, women, people with a disability or people from linguistically diverse backgrounds. This section may also include ways your company encourages diversity such as awareness training. Do you have additional strategies in place? Tell us!



HELP
and
SUPPORT

For more information, and LRTWE Plan templates, visit www.procurement.act.gov.au/Securelocaljobs

If you need help, contact the Secure Local Jobs Code Branch
Ph: **02 6207 3005**
Em: securelocaljobs@act.gov.au