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# Building Equality Policy in Practice

May 2024



This guidance is designed to help contractors and subcontractors to better understand how to apply the Building Equality Policy on Big Build projects.

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This guidance will cover:

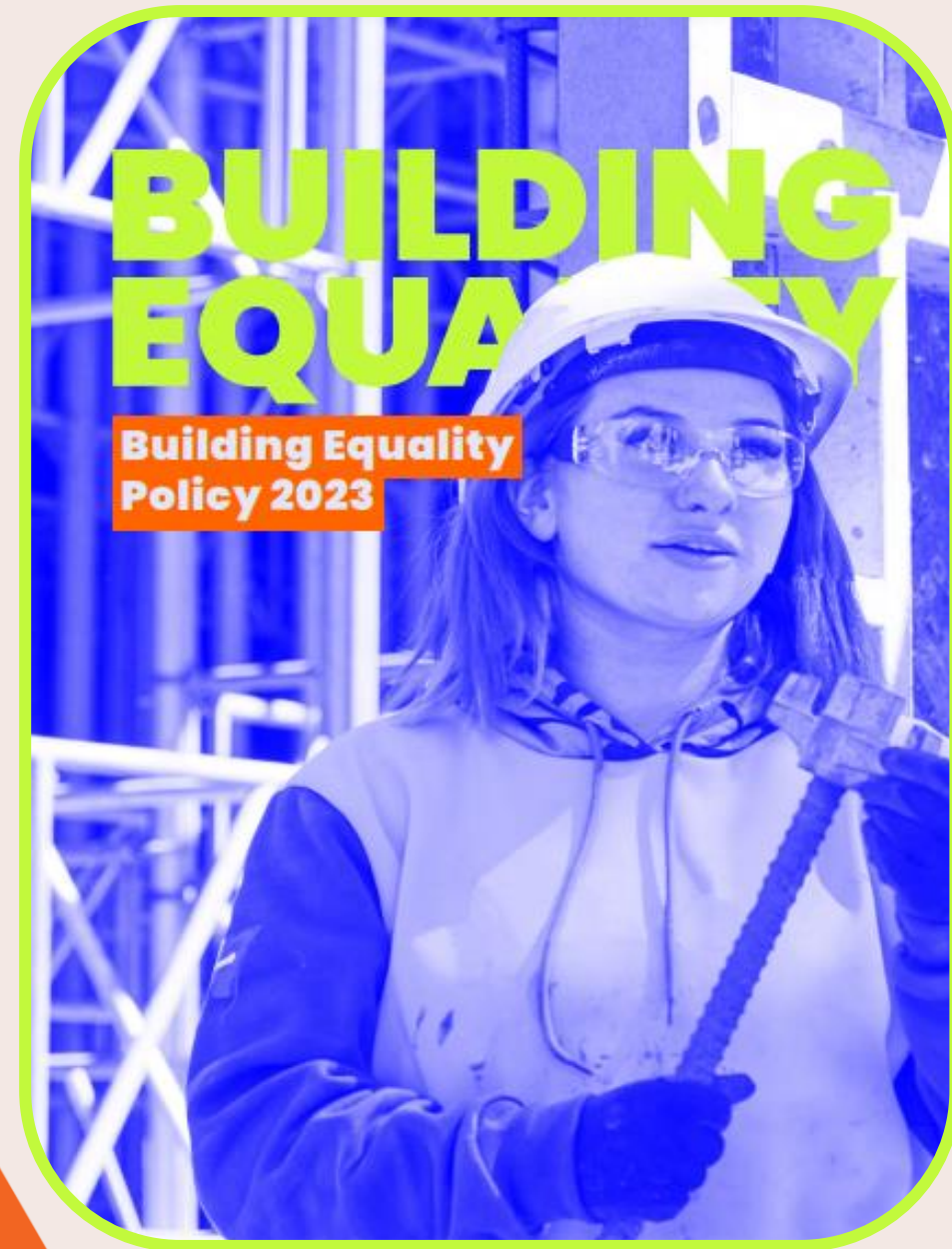
- BEP Application
- Implementation and compliance
- Women's participation targets
- Gender Equality Action Plans
- Reporting

# BEP Application

Came into effect on 1 January 2022

Applies to all publicly funded construction projects valued at \$20 million +

Where the project involves multiple packages of work, the total value of the activity is the combined value of all packages of work, and not the value of individual contracts.



# Implementation and Compliance

## Implementation

The BEP is implemented through the Social Procurement Framework (SPF) and incorporated in SPF contract clauses, and request for tender templates

Agencies are responsible for implementing the BEP into tender processes and contracts, and must ensure Contractors meet and report on their BEP commitments

Contractors have a contractual obligation to ensure all subcontractors under the principal contract is contributing to the overall targets and requirements across the project

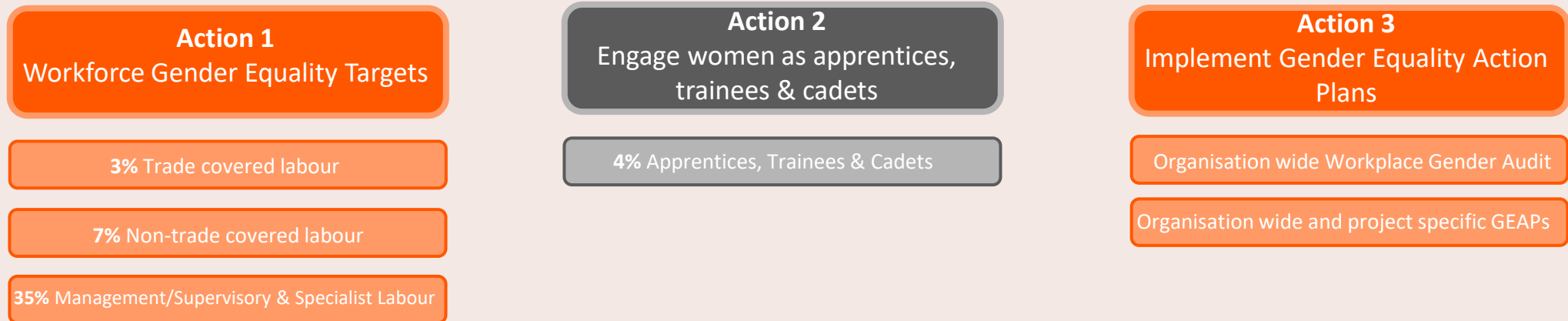
## Compliance

From 1 July 2024, compliance is mandatory

Adherence to BEP contractual requirements will be tracked and monitored by the Project Office

# BEP – Actions

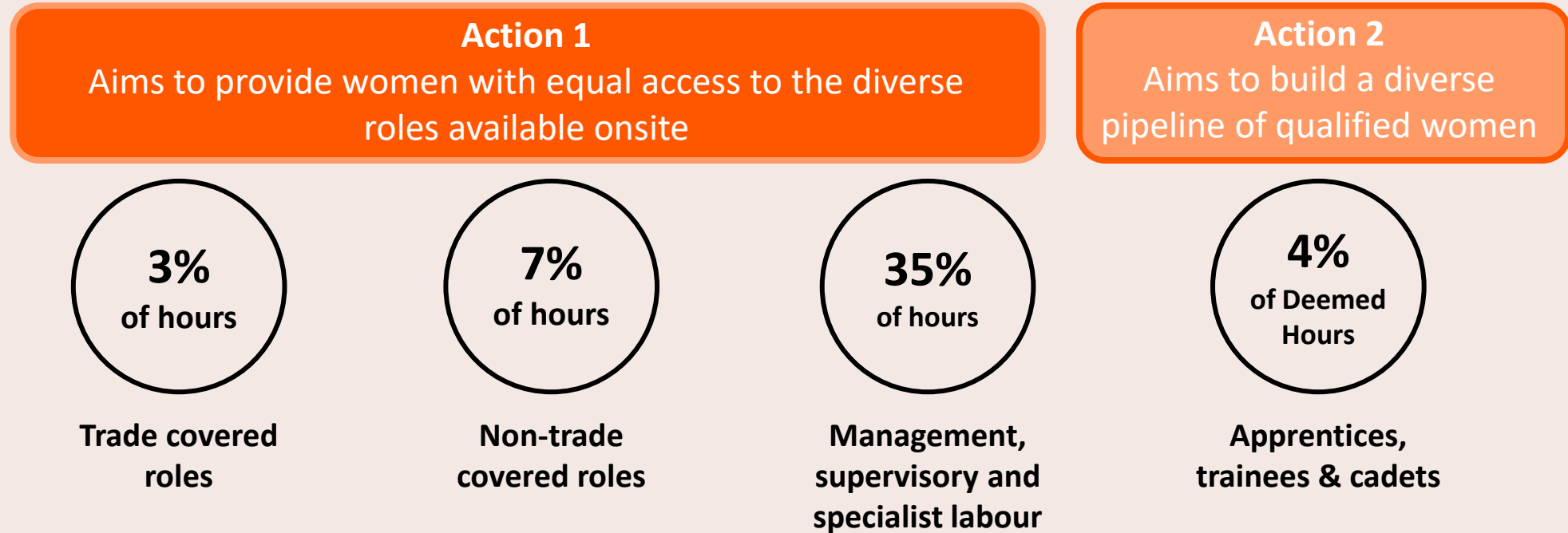
The BEP comprises of three actions which seek to address the structural and cultural barriers women face. Each action carries equal weighting. Suppliers must implement the following three actions:



Over the next, slides we'll talk about these actions in further detail and talk about what the supplier must do to meet these requirements.

# Actions 1 and 2 – Women’s Participation Targets

The Building Equality Policy (BEP) includes specific targets based on the following work categories:



Women who are employed directly by the contractor or indirectly by a subcontractor or supplier all contribute towards the project’s women participation target.

# ACTION 1 – Setting targets

The project’s BEP target hours will be calculated based on the total number of labour hours estimated for each occupation. For example:

| Occupation              | Total Estimated Hours | BEP Target %                                  | BEP Target Hours |
|-------------------------|-----------------------|---|------------------|
| Metal Fabricator        | 1,000                 | 3%<br>Trade                                   | 30               |
| Road Traffic Controller | 10,000                | 7%<br>Non-trade                               | 700              |
| Civil Engineer          | 5,000                 | 35%<br>Management, supervisory and specialist | 1,750            |

Contractors are required to provide estimated hours by Contract Award.



# ACTION 1 – Tracking & monitoring

On Big Build projects, compliance will be tracked and monitored at the work category level. For example:

| Non-trade Covered Labour               |                       |                 |                  |
|--|-----------------------|-----------------|------------------|
| Occupation                             | Total Estimated Hours | BEP Target %    | BEP Target Hours |
| Labourers                              | 15,000                | 7%<br>Non-trade | 1,050            |
| Road Traffic Controller                | 10,000                | 7%<br>Non-trade | 700              |
| Truck Driver                           | 5,000                 | 7%<br>Non-trade | 350              |
| <b>Non-trade Covered Labour Target</b> | <b>30,000</b>         | <b>7%</b>       | <b>2,100</b>     |

In this example, the project’s Non-trade BEP target hours are 2,100. Contractor’s performance will be tracked and assessed against the category figure, rather than at the occupation level.



Each work category is assessed separately. Below is an example of how this would be tracked on a project:

|  | <b>Trade</b> | <b>Non-trade</b> | <b>Management, supervisory and specialist</b> |
|--|--------------|------------------|---|
| <b>Total Estimated Hours</b>               | 10,000       | 50,000           | 30,000  |
| <b>BEP Target %</b>                        | 3%           | 7%               | 35%   |
| <b>BEP Target Hours</b>                    | 300          | 3,500            | 10,500  |
| <b>Hour worked by women on the project</b> | 400          | 6,000            | 12,000  |
| <b>Women’s participation result</b>        | <b>4%</b>    | <b>12%</b>       | <b>40%</b>                                    |

Management, supervisory and specialist staff must be working specifically on the project to count towards the contractor’s women participation target. For example, a women Payroll Officer would not count as they are not working specifically on one project.

## ACTION 2 – Women apprentices, trainees & cadets

For women apprentices, trainees, and cadets, the 4% target is based on the MPSG Deemed Hours formula. For example:

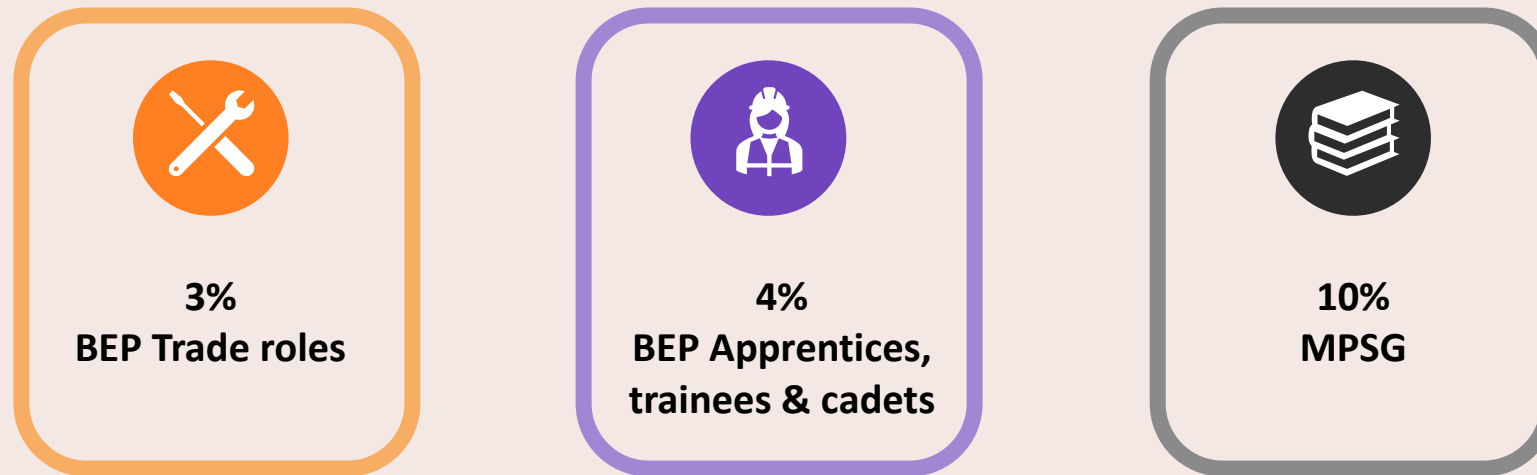
|          |   |               |
|----------|---|---------------|
| <b>1</b> | Contract Value (excl. GST)  | \$100,000,000 |
| <b>2</b> | Deemed Labour Ratio (15%)   | \$15,000,000  |
| <b>3</b> | Deemed Project Hours  | 157,895       |
| <b>4</b> | MPSG Deemed Hours (10%)   | 15,789        |
| <b>5</b> | <b>MPSG hours to be worked by women (4% of Deemed Projects Hours)</b> | <b>6,316</b>  |

If the MPSG target for the project is 15,789 hours, then 6,316 hours must be worked by women apprentices, trainees and cadets.

## ACTION 2 – Women apprentices, trainees & cadets

Hours worked by women apprentices, trainees and cadets will contribute to their relevant work categories, the 4% apprentice, trainee & cadet target, AND the overall MPSG target.

For example, hours worked by a woman carpentry apprentice would count towards:



# Action 1 & 2 Reporting – Definitions

BEP data is captured and categorised by different groups:

| Group                | Definition   | Example   |
|----------------------|--|---|
| <b>Role</b>          | Also referred to as 'Job title' which is specific to an organisation or project  | Peggy or Leading Hand.  |
| <b>Occupation</b>    | Describes the function or purpose that an individual fulfills within an organisation or group. The ICN VMC requires BEP data to be reported by Occupation. Occupations are mapped to ANZSCO codes. | Labourers nfd, Construction Project Manager   |
| <b>ANZSCO Code</b>   | Australian and New Zealand Standard Classification of Occupations. ANZSCO is used in ABS and Stats NZ censuses and surveys where occupation data are collected.                                    | 331212 Carpenter  |
| <b>Work Category</b> | Aligned to Action 1 of the BEP – used to set occupational targets. On Big Build projects, compliance is measured against work categories.  | Trade covered labour, Non-trade covered labour, Management Supervisory & Specialist staff |

The next slide will demonstrate how these should be reported in the VMC employment template.

# Action 1 & 2 Reporting - Example

Below is an example of how occupations and roles would be entered into the employment template.

Occupation is a mandatory field and will be selected from set drop down options

Role is a free text field where you can input the job title.

| EMPLOYEE NUMBER | OCCUPATION    | GENDER | ROLE                 | EMPLOYMENT TYPE | STATE | POSTCODE | EMPLOYER    | EMPLOYER ABN | CREATED/RETAINED | ANZ/VIC | APPRENTICE/TRAINEE /CADET |
|-----------------|---------------|--------|----------------------|-----------------|-------|----------|-------------|--------------|------------------|---------|---------------------------|
| 1234            | Labourers nfd | Woman  | Leading Hand         | Labour Hire     | VIC   | 3000     | ABC Company | 12345678     | Created          | VIC     | Standard                  |
| 1235            | Carpenter     | Woman  | Carpentry Apprentice | Direct          | VIC   | 3000     | XYZ Company | 11223344     | Created          | VIC     | Apprentice                |

When reporting on apprentices, trainees & cadets (ATCs), select the most relevant occupation and identify them as an ATC in the 'Role' and 'ATC' fields.

Work categories and ANZSCO codes will automatically be determined by the entered occupation.

# Action 1 & 2 Reporting – ANZSCO Codes & Occupations

In general, the greater the range and complexity of tasks involved, the greater the amount of formal education and training, previous experience and on-the-job training required to competently perform the set of tasks for that occupation.

| Major Group                              | Sub-Major Groups | Minor Groups | Unit Groups | Occupations |
|--|------------------|--------------|-------------|-------------|
| 1 Managers                               | 4                | 11           | 39          | 103         |
| 2 Professionals                          | 7                | 23           | 99          | 334         |
| 3 Technicians and Trades Workers         | 7                | 22           | 70          | 205         |
| 4 Community and Personal Service Workers | 5                | 9            | 36          | 105         |
| 5 Clerical and Administrative Workers    | 7                | 12           | 33          | 80          |
| 6 Sales Workers                          | 3                | 5            | 19          | 37          |
| 7 Machinery Operators and Drivers        | 4                | 7            | 22          | 77          |
| 8 Labourers                              | 6                | 10           | 46          | 135         |

| Major Group     |                                   |                                   |                                 |  |   |
|-----------------|-----------------------------------|-----------------------------------|---------------------------------|--|---|
| Sub-Major Group |                                   |                                   |                                 |  |   |
| Minor Group     |                                   |                                   |                                 |  |   |
| Unit Group      |                                   |                                   |                                 |  |   |
| Occupation      |                                   |                                   |                                 | Skill Level                                |   |
| 82              | Construction and Mining Labourers |                                   |                                 |  |   |
|                 | 821                               | Construction and Mining Labourers |                                 |  |   |
|                 |                                   | 8211                              | Building and Plumbing Labourers |  |   |
|                 |                                   |                                   | 821111                          | Builder's Labourer                         | 5 |
|                 |                                   |                                   | 821112                          | Drainage, Sewerage and Stormwater Labourer | 5 |
|                 |                                   |                                   | 821113                          | Earthmoving Labourer                       | 5 |
|                 |                                   |                                   | 821114                          | Plumber's Assistant                        | 5 |

# Action 1 & 2 Reporting – Applying ANZSCO to the BEP

The BEP work categories and subsequent occupations are based on the ANZSCO Major Groups and Occupations.

| Major Group  | Sub-Major Groups | Minor Groups | Unit Groups | Occupations |  |
|--|------------------|--------------|-------------|-------------|--|
| <b>1 Managers</b>  | 4                | 11           | 39          | 103         | Major Group 1 Managers and Major Group 2 Professionals: Management / supervisory and specialist labour (staff)                         |
| <b>2 Professionals</b>   | 7                | 23           | 99          | 334         |  |
| <b>3 Technicians and Trades Workers</b>                                | 7                | 22           | 70          | 205         | Major Group 3 Technicians and Trades Workers: Trade covered labour   |
| 4 Community and Personal Service Workers                               | 5                | 9            | 36          | 105         |  |
| 5 Clerical and Administrative Workers                                  | 7                | 12           | 33          | 80          |  |
| 6 Sales Workers  | 3                | 5            | 19          | 37          |  |
| <b>7 Machinery Operators and Drivers</b>                               | 4                | 7            | 22          | 77          | Major Group 7 Machinery operators and Drivers and Major Group 8 Labourers: Non-trade Construction General On-site Award covered labour |
| <b>8 Labourers</b>   | 6                | 10           | 46          | 135         |  |
| Source: Australian Bureau of Statistics, Classification structure 2022 |                  |              |             |             |  |

Source: <https://www.abs.gov.au/statistics/classifications/anzsco-australian-and-new-zealand-standard-classification-occupations/2022/classification-structure>



# Here are some examples of occupations which are included in each BEP work category:

| Trade Covered Roles  | Non-trade Covered Roles  | Management, Supervisory and Specialist Labour   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Arborist</li> <li>• Bricklayers</li> <li>• Building Inspectors</li> <li>• Carpenters</li> <li>• Construction Estimators</li> <li>• Electricians</li> <li>• Electrical Linesworkers</li> <li>• Gasfitters</li> <li>• Glaziers</li> <li>• Joiners</li> <li>• Painters</li> <li>• Plasterers</li> <li>• Plumbers</li> <li>• Locksmiths</li> <li>• Roof tilers</li> <li>• Sprinkler fitters</li> <li>• Wall and floor tilers</li> </ul> | <ul style="list-style-type: none"> <li>• Accounts Clerks</li> <li>• Clerical and Administrative Workers</li> <li>• Commercial Cleaners</li> <li>• Concreters</li> <li>• Contract Administrators</li> <li>• Crane, Hoist or Lift Operators</li> <li>• Drillers</li> <li>• Earthmoving Plant Operators</li> <li>• Excavator Operators</li> <li>• Forklift Drivers</li> <li>• Labourers</li> <li>• Line Markers</li> <li>• Machine and Stationary Plant Operators</li> <li>• Program or Project Administrators</li> <li>• Road Traffic Controllers</li> <li>• Scaffolders</li> <li>• Steel fixers</li> <li>• Truck Drivers</li> </ul> | <ul style="list-style-type: none"> <li>• Accountants</li> <li>• Architects</li> <li>• Civil Engineers</li> <li>• Construction Project Managers</li> <li>• Electrical Engineers</li> <li>• Environmental Engineers</li> <li>• Occupational Health and Safety Advisors</li> <li>• Quantity Surveyors</li> <li>• Sales, Marketing and Public Relations Professionals</li> <li>• Specialist Managers</li> </ul> |

\*Click here for an exhaustive list

## Action 3 - Gender Equality Action Plans (GEAPs)

The Gender Equality Action Plans (GEAP) contains the contractor's strategies and measures for promoting gender equality at an organisation and project level.

To inform the Org Wide GEAP, contractors are required to undertake a workplace gender audit.

This means there are four actions which must be completed:

- 1 Org Wide Workplace Gender Audit
- 2 Org Wide GEAP
- 3 Project Specific GEAP
- 4 Project Gender Audit



The implementation of the Action 1 and 2 targets in the BEP will be supported by Action 3 – GEAPs, and the actions in the Women in Construction Strategy.

There are six (6) workplace gender equality indicators which must be included in the GEAP:

- 1 Workplace prevention and responses
- 2 Inclusive and respectful workplace
- 3 Flexible and empowering workplace
- 4 Diverse and representative workforce
- 5 Improve leadership, representation and accountability
- 6 Collect a report data about gender equality and gender pay gap

Contractors are required to prepare an Organisation GEAP, and a Project GEAP which is specific to the project staff, project site and women's participation commitments for the project.