



# How to complete a Participation Plan

## WAIPS - Core - All contracts

### About this document

This WA Industry Link guide provides step by step instruction on how to complete each section of a Core Participation Plan for all Contracts within Western Australian Industry Participation Strategy (WAIPS) requirements.

This user guide may be updated from time to time. To ensure you are using the most up to date version, please visit the WA Industry Link portal at [www.industrylink.wa.gov.au/participation-plans/how-to-complete-a-participation-plan](http://www.industrylink.wa.gov.au/participation-plans/how-to-complete-a-participation-plan) and download the latest version.

If you require assistance beyond this guide, please contact the [Industry Link Advisory Service](#) or your nearest [Local Content Adviser](#) if your business is located in regional Western Australia.

### How to complete the Participation Plan requirements

This section explains the information you need to know to successfully complete each section of a Participation Plan for the supply of all contracts that require a Core template.

A Participation Plan is in four parts, Contact details, Section A: Workforce, Section B: Industry Engagement and a Declaration.

It is important to note that this Participation Plan is required under the WA Jobs Act 2017. To avoid any misunderstanding about your responses don't leave any questions blank. All questions should be answered with a valid response or NA if the question is not applicable. Where values are requested show as numeric not an alphabetic. (e.g. 0-9 not nine).

Take care to ensure that both sections are fully completed. The Procurement Agency may in its sole and absolute discretion reject or refuse to evaluate an Offer which does not include, or have associated with it, a Participation Plan with both section A and section B fully completed.

The sections and corresponding questions are listed as they appear on the participation plan. Step-by-step instructions and useful tips are provided alongside each question in *red italics*.

#### IMPORTANT NOTE

The Participation Plan will form part of the contract if you are the successful tenderer. The commitments made in the Participation Plan need to be realistic, measurable and reportable.



## Supplier, Contract & Agency details

The following information may have been requested previously in the tender request documentation and has been repeated here for a specific reason. This Plan will be separated from the request documentation and will form part of the awarded contract.

### Supplier details

1. Name of prospective supplier:

*Enter the company name of the supplier responsible for developing the Participation Plan.*

2. Person responsible for this document:

*Enter the details of the designated project/supply officer. This person must be an employee of the supplier.*

3. Contact phone number:

*Enter the designated supply officer's phone number.*

4. Contact email:

*Enter the designated supply officer's email address.*

5. Business website:

*Enter the website address (URL) of the supplier's business.*

6. Business address:

*Enter the full business address of the supplier. This must be a street address, not a P.O Box.*

### Contract details

7. Tender number (if applicable):

*Enter the tender reference, if included in the tender pack documentation.*

8. Contract delivery point:

*Enter the street address or lot number where the contract will be delivered or take place.*

9. Contract title:

*Enter the contract name as described in the tender documentation.*

10. Contract description/scope:

*Enter the contract description of the contract or summary of scope of works, as described in the tender documentation.*

### Agency details

Agency name:

*The name of the procuring agency.*

Contact person:

*The name of the procuring agency contact person.*

Contact phone:

*The phone number of the procuring agency contact person.*

Contact Email:

*The phone number of the procuring agency contact person.*



## Introduction to Section A

The information you provide in Section A will be used for reporting purposes and will not form part of the Participation Plan evaluation score.

All table cells need to be completed. Take care to ensure that Section A is fully completed. The Procurement Agency may in its sole and absolute discretion reject or refuse to evaluate an Offer which does not include, or have associated with it, a Participation Plan with both section A and section B fully completed.

## Section A: Supplier/Contractor Workforce

1. Please provide the estimated workforce (excluding apprentices and trainees) directly employed in delivering this contract.

*Enter the estimated number of workers directly employed by the Supplier/Contractor into the table provided split between their designated jurisdictions\*.*

2. Please provide the estimated number of apprentices and trainees directly employed in delivering this contract?

*Enter the estimated number of apprentices and trainees directly employed by the Supplier/Contractor into the table provided split between their designated jurisdictions\*.*

**Important note:** Only provide the number of employees directly employed in delivering this contract.

\*Jurisdictions are to be interpreted as their place of residence.

## Section A: Subcontractor Workforce

3. Will your business use subcontractors to deliver part of this contract? If, yes, please identify the businesses and what they will be contracted to deliver?

*Provide details of subcontractors that will be used to deliver the contract. Enter the subcontractors' full trading names, their locations (e.g. Perth, Waroona), the scope of their contract (e.g. Environmental Consultancy) and if they are confirmed or a potential contractor at the time of tender submission.*

4. If you answered yes to question 3, please provide the estimated subcontractor workforce employed in delivering this contract.

*Enter the number of subcontractor workers into the table provided split between their designated jurisdictions\*.*

5. If you answered yes to question 3, please provide the estimated subcontractor apprentices and trainees directly employed in delivering this contract.

*Enter the number of subcontractor apprentices and trainees in the table provided split between their designated jurisdictions\*.*



## Section A: Contract division

**Important note:** All table cells need to be completed. Enter a percentage numerical value or NA for the elements that are Not Applicable. The sum of all jurisdictions need to equal 100%.

6. Please estimate the overall spend expected by jurisdiction for this contract:

*Enter a numerical percentage value for each jurisdiction in the table.*

## Section B: Industry Engagement

These questions are derived (in part) from Section 7 of the *Western Australian Jobs Act 2017* and represent the objectives of WAIPS.

**Important Note:** The information provided in this section is assessable and will contribute to the overall Participation Plan evaluation score. It will also be used for Contract commitments in the manner described.

1. Please provide details of how you will achieve the following:

- (i) Where a sub-contract model is employed, ensure local Industry is given full, fair and reasonable opportunity to participate;
- (ii) promote the diversification and growth of the local economy by targeting supply opportunities for local industry;
- (iii) provide suppliers of goods or services with increased access to, and raised awareness of, local industry capability;
- (iv) encourage local industry to adopt, where appropriate, world's best practice in workplace innovation and the use of new technologies and materials;
- (v) promote increased apprenticeship, training and job opportunities;
- (vi) promote increased opportunities for local industry to develop import replacement capacity by giving local industry, in particular small or medium enterprises, full, fair and reasonable opportunity to compete against foreign suppliers of goods or services.

*Please address each question individually. Only provide details of activities that are relevant. Make sure the activity or actions you plan to carry out are measurable and reportable.*

*Examples of actions that can be undertaken include (but not limited to);*

- *Developing a communication strategy to ensure Australian Industry is aware of any opportunities to supply. This may include publishing opportunities on the internet through an owned or 3<sup>rd</sup> party platform.*
- *Taking online or written expressions of interest for published opportunities.*
- *Providing clear guidance on how to submit an Expression of Interest.*
- *If only companies that are pre-qualified will be invited to bid, explain how potential suppliers will be given an opportunity to pre-qualify and what the pre-qualification requirements are.*
- *Liaising with industry associations to identify capable and competitive suppliers and to disseminate information to their members.*



- *Hold a public briefing or workshop to communicate the types of opportunities available.*
- *Publish media releases/statements through main stream media (e.g. newspapers, industry magazines and/or business journals) detailing supply opportunities and how suppliers can respond to the opportunities.*
- *Develop a strategy to unbundle where appropriate to target local industry capability and improve participation.*
- *Encourage subcontractors to adopt similar industry engagement strategies.*
- *Where appropriate employ a new apprentice or trainee to work on the contract.*
- *Make tender documents available to all possible suppliers at the same time.*
- *Allow equal and reasonable time frames for Australian and overseas industry to respond to tenders.*
- *Publish opportunities where there is typically only overseas supply and fully investigate the local market for capability and capacity.*

2. Will you provide feedback to unsuccessful bidders seeking sub-contractual opportunities? Yes/No  
If Yes, please explain the process. If No, please explain why not?

*This question is to establish what your intentions are in terms of providing feedback to unsuccessful bidders of sub-contract opportunities. Feedback is a very important aspect of local industry development as it encourages continuous improvement programs so that unsuccessful bidders can be better equipped and more competitive in future bids.*

3. Will you liaise with the Industry Link Advisory Service / Local Content Advisers on local industry participation issues?

*This question is to establish whether your company is interested in working with Government to help gain a better understanding of issues that may prevent local industry from winning supply contracts. This could include focus on local industry's relative competitiveness and means of identification and pursuit of import replacement opportunities.*

4. If this contract is for whole or part regional delivery, please describe any other benefits the awarding of this contract will deliver to the regional economy.

*For the delivery of regional contracts, it's important for Government to understand what additional measurable benefits the award of this contract might have on the regional economy. The benefits may include things like (but not limited to);*

- *Sponsoring traineeships in the region*
- *Seeking skilled and unskilled labour in the region.*
- *Using regional businesses for logistics, accommodation and travel.*
- *Support or sponsor a community program in the region.*



5. For subcontractors that will outsource components of the package to other businesses, describe what mechanisms will be used to ensure that the obligation to provide full, fair and reasonable opportunity to local industry is passed on to their relevant subcontractors/suppliers.

*This question is to establish whether your company has a strategy to make sure that their obligation to provide full, fair and reasonable opportunity to local industry is cascaded down the supply chain.*

*Examples of actions that can be undertaken include (but not limited to);*

- *Standard contractual arrangements with suppliers to outline their Industry Participation requirements.*
- *Specify a requirement in tender documents (if applicable) that successful tenderers adopt specific Industry Participation strategies.*
- *Establish reporting requirements which demonstrate how industry participation strategies have been implemented.*

*If there will be no sub-contracting as part of your delivery of this contract just enter "NA" indicating Not Applicable.*

6. Has your business previously provided a Participation Plan for a successful tender bid?

Yes/No

If Yes, Please provide contract references.

*If applicable don't forget to provide references. (e.g. Tender references, Agency name, Agency contact).*

## Reporting & Declaration

If you enter into a contract in respect of the supply, reporting on the implementation of this Participation Plan will be required at the times and in the manner set out in the contract. If the duration of the contract is less than 12 months only one report on contract finalisation will be required. If the duration of the contract extends beyond 12 months, annual reports and a final report, will be required. Timelines for reporting may be varied by the procuring agency in the contract.

If you enter into a Contract in respect of the Supply, a register of compliance by you with Contract Commitments made in in this Participation Plan will be maintained by the Department of Jobs, Tourism, Science and Innovation.

I, \_\_\_\_\_, being an authorised person, declare that I understand and agree to the reporting obligations and the information in this Participation Plan, to the best of my knowledge, is true, accurate and complete.

*Write your full name and ensure you include your signature. Don't forget to include your position title and the date that you completed the participation plan.*



## Definition of terms

**Apprentices:** People who have a contract with a skilled employer to learn a trade. An apprenticeship is a structured program with a combination of on the job and off the job training, where you gain hands-on skills and knowledge. Upon successful completion, apprentices become a qualified tradesperson.

**Full, Fair and Reasonable opportunity:**

**Full:** Australian and New Zealand industry is afforded the same opportunity as other global supply chain partners to participate in all aspects of a project (e.g. design, engineering, project management, professional services, IT and architecture).

**Fair:** Australian and New Zealand industry is provided the same opportunity as global suppliers to compete on projects on an equal and transparent basis, including being given reasonable time to tender.

**Reasonable:** Tenders are free from non-market burdens that might rule out Australian and New Zealand industry and are structured in such a way as to provide Australian and New Zealand industries the opportunity to participate in projects.

**Industry Link Advisory Service:** The Industry Link Advisory Service (ILAS) has been established to provide a range of services to assist local businesses understand the Western Australian Industry Participation Strategy (WAIPS) and how its implementation may affect their business dealings with the State Government. ILAS provides assistance to government Agencies and Suppliers in the Metro area.

**Local Content Advisers:** Local Content Advisers (LCAs) provide advisory services to businesses in regional areas. Their focus is on assisting and supporting regional businesses compete for State Government supply opportunities.

**Local Industry:** Suppliers of goods produced, or services provided, in WA, another State or Territory or New Zealand.

**Metro:** The Metropolitan area is bounded by the City of Wanneroo and the City of Swan in the North, the Shires of Mundaring, Kalamunda and the City of Armadale in the East and the Town of Kwinana and the City of Rockingham in the South.

**Regional:** The Western Australian regional area is all those parts of Western Australia which are located outside of the Metro area.

**Trainees:** People who are undertaking training in order to learn the skills needed to do a Job. A traineeship provides hands-on skills and work experience, and can improve your employment prospects and range of career choices. Upon successful completion, a trainee will receive a nationally recognised qualification in their chosen vocational area.

**WA Industry Link portal:** The online portal launched by the Government of Western Australia in March 2018 to provide useful information, services and resources to help local industry access more State Government supply opportunities. The URL: is [www.industrylink.wa.gov.au](http://www.industrylink.wa.gov.au)

**Directly employed, Workforce:** Means the total number of workers directly employed on a contract. This encompasses full-time, part-time, casual employees, apprentices and trainees, workers engaged through labour hire arrangements and other employer supported employment initiatives such as cadetships and internships.