



How to complete a Standard Participation Plan

All Contracts

About this document

This WA Industry Link guide provides step by step instruction on how to complete each section of a 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 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 government supply contracts.

This guide is in 4 sections. Company & Contract details, Section A: Workforce, Section B: Industry Engagement and a Reporting Declaration.

It's 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.

In Section A where values are requested show as numeric not an alphabetic. (e.g. 9 not nine).

In Section B if you believe a question is not applicable, respond by entering NA and provide a reason why you believe the question isn't applicable.

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.



Before you get started.

The first step in completing a Participation Plan is to identify the type of Plan that relates to your tender submission. This information will be specified by the procuring agency in the request (RFT) document.

There are two types of Plans, **CORE** and **FULL**.

If you are unsure what type of plan this tender requires, contact the procuring agency for clarification.

If a **CORE** Participation Plan has been requested you are required to complete - **all questions except question 7 in Section A and questions 5 & 6 in Section B.**

If a **FULL** Participation Plan has been requested you are required to complete – **all questions.**

Okay, now that you have identified your plan type lets go to **Step 1.**



Step 1.

Company & Contract details

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

Company details

Business name:

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

ABN:

Enter the ABN of the company that is bidding for this tender.

Person responsible for this document:

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

Contact phone number:

Enter the designated supply officer's phone number.

Contact email:

Enter the designated supply officer's email address.

Business website:

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

Business street address:

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

Request document details

Request number (if applicable):

Enter the procuring agencies tender request reference.

Request delivery point/s:

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

Request title:

Enter the contract name as described in the request documentation.

Request description/scope:

Enter a description of the contract or summary of scope of works, as described in the request documentation.



Step 2.

Introduction to Section A

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

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.

Important note: All table cells need to be completed. Enter a numerical value representing the **head count** or **NA** for the elements that are Not Applicable.

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 (headcount) 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.*

Section A: Subcontractor Workforce

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

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

4. 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.*

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



Section A: Contract division

Important: Your response should be a percentage of the overall contract spend for each jurisdiction. The sum of all jurisdictions need to equal 100% for a completed row. All table cells for a Contract type need to be completed so please enter NA for elements that are Not Applicable.

5. Please estimate the overall (percentage) spend expected by jurisdiction for this contract

Enter a numerical estimated percentage value for each jurisdiction in the table. Complete the single row if it's a Goods and Services type contract. If it's a Housing or Works contract complete the 3 lines detailing Design, Construction and Operation phases where applicable.

Contract type	WA (metro %)	WA (regional %)	Other Australian States, Territories and New Zealand (%)	Overseas (%)
Goods and Services	60	40	0	0

OR

Housing & Works				
Design				
Construction				
Operation				

Section A: Subcontractors & Sourcing

Important note: If the delivery model for this contract includes sub-contracting, you are required to complete questions 6 and 7. All table cells need to be completed for each line item. Enter NA for the elements that are Not Applicable. Please insert additional rows where necessary.

6. 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 for all subcontracts over \$20,000* (AUD)

Subcontractor name	Subcontractor location	Summary of Service Provision (i.e. Plumbing)	Confirmed (C) Potential (P)
Transport Services Pty Ltd	Kewdale	Transport Logistics and storage or equipment	C
Dirt Movers Pty Ltd	Waroona	Civil Earthworks	C
WayRound Transport	Perth	Escort vehicles for long wide transport of earthmoving equipment	P
			Select

List all confirmed and potential Subcontractors and Suppliers you intend using to deliver this contract where the estimated subcontract value is over \$20,000. The location is the town (if Regional) or the Suburb (if Metro) where the business is based. Provide a summary of the service being provided. Click on "Select" and pick your response from a pull-down menu to indicate if the contractor (at the point of Plan submission) is Confirmed or Potential.



7. Complete this table if you are bidding for a Housing or Works contract that requires a Full Participation Plan. Please list the major supply packages over \$100,000* (AUD) sourced from Subcontractors and Suppliers that you will use to deliver this contract.

Package Description	Advertised to the Open Market Y/N	Subcontractor/Supplier	Prequal Req'd? Y/N	Overseas Comp? Y/N	Total Estimated Package value \$AUD	Western Australian value \$AUD	Other Australian States, Territories and NZ value \$AUD	Overseas value \$AUD	Project Phase
Mechanical and Piping install	Yes	TBC	Yes	No	650,000	450,000	NA	200,000	Construction
Civil Earthworks	Yes	Dirt Movers P/L	Yes	No	5,500,000	5,500,000	NA	NA	Construction
HV transformers	Yes	Hi Tech Voltage P/L	No	Yes	1,200,000	NA	1,200,000	NA	Construction
	Select		Select	Select					Select
	Select		Select	Select					Select

*This value may be varied at the Procurement Agency's discretion.

IMPORTANT NOTE: This table should only be completed if this a FULL Participation Plan being completed for a Housing or Works request.

List all work or supply packages to be sourced from Subcontractors and Suppliers. The threshold value may be varied at the procuring agency's discretion. Unless otherwise specified, all packages over \$100,000 should be listed.

Package description - Enter a brief description of the scope of the work package or supply of goods and services.

Advertised to the open Market - Provide a Yes if you intend to put this package to open tender and advertise it to the market, otherwise select No. Click on "Select "and pick Yes or No from the pulldown menu.

Subcontractor/ Supplier Name - If the package or supply is going to open tender, enter "To be advised or TBA" otherwise nominate the prospective Contractor where known.

Prequalification required? - Will suppliers need to meet any pre-qualification requirements to supply this package? Click on "Select "and pick Yes or No from the pulldown menu.

Overseas Competition? - If you are taking this package to open tender do you anticipate there will be bids from overseas suppliers? Click on "Select "and pick Yes or No from the pulldown menu.

Estimated contract values - Enter the estimated portion of contract values in whole dollars distributed across the jurisdictions.

Project Phase -Click on "Select "and pick either Design, Construction or Operation from the pulldown menu.



Step 3.

Section B: Industry Engagement

Important: 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.

Take care to ensure that Section B 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 completed.

If a question is "Not Applicable" to your circumstance enter NA and provide a reason.

1. The following items represent the objectives of the WAIPS. Provide a response on how you will achieve these objectives in either question (i) or question (ii)
 - (i) Where your business will engage subcontractor/s in the delivery of all or part of this contract, explain how you will;
 - a. Ensure local Industry is given full, fair and reasonable opportunity to participate.
 - b. Increase access to, and raise awareness of local industry capability.
 - c. Aim to provide more supply opportunities to local industry.
 - d. Encourage your supply chain to adopt, best practice in innovation, technologies and materials.
 - e. Provide opportunities for local industry to develop import replacement capacity.
 - f. Increase apprenticeship, training and job opportunities.
 - (ii) Where your business does not intend to subcontract, but self-perform the delivery of this contract, explain how you will;
 - a. Support the local economy through employment and training initiatives.
 - b. Introduce or adopt best practice in innovation, technologies and materials.
 - c. Provide any other local economic benefits.

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.



Some 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 3rd party website.*
- *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 local 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 potential suppliers at the same time.*
- *Allow equal and reasonable time frames for Australian and overseas industry to respond to tenders.*
- *Publish opportunities locally where there is typically only overseas supply and fully investigate the local market for capability and capacity.*
- *Other local economic benefits can be highlighted. This might include (but not limited to) a retention or expansion of staffing levels in WA, a commitment to upskilling local staff, leasing additional office floor space, investing in new machinery or equipment, development of a unique service offering.*

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 be 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 apprenticeships or 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 the 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 and explain why it's not applicable.

6. Will you be specifying standards to subcontractors beyond those prescribed in the tender? If you intend to and they are not Australian standards, please specify the standards and provide an explanation as to why.

If you are not specifying Australian standards (or equivalent standards that Australian industry can meet) your response should indicate what impact the specified standard may have on the ability for Australian industry to participate.



7. Has your business previously provided a Participation Plan for a successful tender bid for any Western Australian government agencies?

If Yes, please provide (up to 3 of) your most recent successful tender bid references.

If applicable provide up to 3 references. (e.g. Agency Tender reference, Agency name, Agency contact).

Step 4.

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.

Signature: e.g. John Smith

Position: Provide position title e.g. General Manager (as delegated authority)

Date: Click here to enter a date.

This declaration is to confirm that you understand the reporting requirements of this Plan and that the information is accurate.

This document should be signed by an authorised employee of the business. Either the owner, Managing director or a delegated authority. An electronic signature is not necessary, the authorised person's name can be entered.



Definition of terms

Apprentices: People undertaking an approved structured employment based training program (apprenticeship) under a registered training contract that leads to a nationally recognised qualification.

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.

Local Economy: means economic activity 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.

Offer means a bid, tender or other offer to supply goods or services of which this Participation Plan forms part or with which this Participation Plan is otherwise associated.

Procurement Agency means the agency responsible for conducting the procurement process for which this Participation Plan is required.

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

Request: means any form in which a supplier is requested to provide information on supply. This includes a Request for Tender, a Request for Quotation, a Request for Proposal or an Expression of Interest.

Supply or this Contract means the supply of goods or services to which this Participation Plan relates.

Trainees: People undertaking an approved structured employment based training program (traineeship) under a registered training contract that leads to a nationally recognised qualification.

Workforce: Means the total number of workers (head count not FTEs) 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.

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