**WESTERN AUSTRALIAN**

**INDUSTRY PARTICIPATION STRATEGY**

PARTICIPATION PLAN

The Western Australian Industry Participation Strategy (WAIPS) Participation Plan is required, under the *Western Australian Jobs Act 2017* (WA Jobs Act), to be completed by the prospective supplier for WAIPS supply items.

This Participation Plan will be taken into account in the Procurement Agency’s evaluation of the prospective supplier’s offer to supply, in the manner set out in the procurement documents issued by the Agency. Section B Participation Plan commitments will form part of the awarded contract.

This document should be completed in accordance with the “*How to complete a Participation Plan*” guidance available at the [WA Industry Link](https://industrylink.wa.gov.au/participation-plans/how-to-complete-a-participation-plan) Portal.

The Industry Link Advisory Service (ILAS) from the Department of Jobs, Tourism, Science and Innovation can assist businesses with questions relating to this plan as can the Local Content Advisers (LCAs) from the Department of Primary Industries and Regional Development.

Please phone 08 6277 2999 or email [industrylink@jtsi.wa.gov.au](mailto:industrylink@jtsi.wa.gov.au) for assistance.

There are 2 types of Participation Plan, **CORE** and **FULL**. The Procurement Agency willindicate in their request document the type of Participation Plan required in your response. If you are unsure what type of Participation Plan is required, contact the Procurement Agency for clarification.

This document is for both Core and Full Participation Plan submissions.

If a **CORE** Participation Plan has been requested, the prospective supplier is required to complete **all questions except question 7 in Section A and questions 5 and 6 in Section B.**

If a **FULL** Participation Plan has been requested, the prospective supplier is required to complete **all questions except question 4 in Section A.**

Information contained in this plan may be used or disclosed by the procurement agency for the supply (each as defined in the *Western Australian Jobs Act* 2017) or the State for the legitimate purposes of or relating to government or the business of government. This may include, without limitation, the disclosure of some or all of this information by the Minister responsible for the *Western Australian Jobs Act* 2017 or the Minister responsible for the procuring agency to the Parliament of Western Australia or otherwise in connection with the performance of their functions or the discharge of their duties.

**IMPORTANT:** This document must not be modified, copied or embedded into other request documentation. Please complete this form and submit it as a standalone Microsoft Word document with your response.

This version replaces all previous versions of WAIPS Participation Plan documents.

**Company & Contract details**

|  |  |
| --- | --- |
| **Supplier details** |  |
| **Business name:** | Click here to enter text. |
| **ABN:** | Click here to enter text. |
| **Person responsible for this document:** | Click here to enter text. |
| **Contact phone number:** | Click here to enter text. |
| **Contact email:** | Click here to enter text. |
| **Business website:** | Click here to enter text. |
| **Business street address:** | Click here to enter text. |

|  |  |
| --- | --- |
| **Tender / Request document details** |  |
| **Tender Reference :** | Click here to enter text. |
| **Contract delivery address/s:** | Click here to enter text. |
| **Tender / Request title** | Click here to enter text. |
| **Request description / scope:** | Click here to enter text. |

**AGENCY USE ONLY**

This section is for completion by the Procurement Agency and submitted for the awarded Participation Plan only.

|  |  |
| --- | --- |
| **Procurement Agency Name:** | Click here to enter text. |
| **Contact Person** | Click here to enter text. |
| **Contact Phone** | Click here to enter text. |
| **Contact email** | Click here to enter text. |
| **Awarded Contract Value (including GST)** | Click here to enter text. |
| **Scheduled Contract commencement date** | Click here to enter text. |
| **PP reporting due dates** | Click here to enter text. |
| **Scheduled Contract completion date** | Click here to enter text. |

**Section A: Important note**

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.

**Section A: Supplier/Contractor Workforce**

Employment is defined by both the Australian Bureau of Statistics and the International Labour Organisation as a minimum of one hour’s paid work per week.

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

1. **For this contract only, please estimate the number of your company’s own workforce that will be employed to deliver this contract**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Workforce** | **WA - Metro** | **WA – Regional** | **Other Australian States, Territories and New Zealand** | **Overseas** |
| **Excluding Apprentices & Trainees** |  |  |  |  |
| **Apprentices & Trainees** |  |  |  |  |
| **Totals** |  |  |  |  |

**Section A: Subcontractor Workforce**

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

1. **For this contract only, please estimate the number of subcontracted workforce that will be employed to deliver this contract.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Workforce** | **WA - Metro** | **WA – Regional** | **Other Australian States, Territories and New Zealand** | **Overseas** |
| **Excluding Apprentices & Trainees** |  |  |  |  |
| **Apprentices & Trainees** |  |  |  |  |
| **Totals** |  |  |  |  |

**Section A: Contract division**

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

1. **Please estimate the overall percentage of the contract that is likely to be spent in WA (Perth Metro and Regional), the rest of Australia and New Zealand, and Overseas locations. (This includes labour costs).**

|  |  |  |  |
| --- | --- | --- | --- |
| **WA - Metro (%)** | **WA - Regional (%)** | **Other Australian States, Territories and New Zealand (%)** | **Overseas**  **(%)** |
|  |  |  |  |

**.**

|  |
| --- |
| **Section A: Subcontractors & Sourcing**  **Important note:** If the delivery model for this contract includes sub-contracting, you are required to complete question 4 or 5. 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. |

1. **For a Core Participation Plan only: 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** | **Package Description** | **Confirmed (C) Potential (P)** |
|  |  |  | Select |
|  |  |  | Select |
|  |  |  | Select |
|  |  |  | Select |

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

1. **For a Full Participation Plan only: 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** | **Supply package advertised? Yes / No** | **Subcontractor / Supplier Name** | **Pre-qualification required?**  **Yes / No** | **Total Estimated Package value $AUD** | **Western Australian value $AUD** | **Other Australian States, Territories & NZ value $AUD** | **Overseas value $AUD** | **Project Phase** |
|  | Select |  | Select |  |  |  |  | Select |
|  | Select |  | Select |  |  |  |  | Select |
|  | Select |  | Select |  |  |  |  | Select |
|  | Select |  | Select |  |  |  |  | Select |
|  | Select |  | Select |  |  |  |  | Select |

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

**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)**
2. **Where your business will engage subcontractor/s in the delivery of all or part of this contract, explain how you will;**
   1. Ensure local Industry is given full, fair and reasonable opportunity to participate.

Click here to enter text.

* 1. Increase access to, and raise awareness of local industry capability.

Click here to enter text.

* 1. Aim to provide more supply opportunities to local industry.

Click here to enter text.

* 1. Encourage your supply chain to adopt, world’s best practice in innovation, technologies and materials.

Click here to enter text.

* 1. Provide opportunities for local industry to develop import replacement capacity.

Click here to enter text.

* 1. Increase apprenticeship, training and job opportunities.

Click here to enter text.

1. **Where your business does not intend to subcontract, but deliver this contract in-house, explain how you will;**
   1. Support the economy through employment and training initiatives.

Click here to enter text.

* 1. Introduce or adopt best practice in innovation, technologies and materials.

Click here to enter text.

* 1. Provide any other local economic benefits.

Click here to enter text.

1. **Will you agree to provide feedback to unsuccessful bidders seeking subcontract opportunities?**

Select Y/N **If Yes, please explain the process. If No, please explain why not?**

Click here to enter text.

1. **If necessary, will you liaise with the Industry Link Advisory Service / Local Content Advisers on local industry participation issues?**

Select Y/N **If additional comment is required** Click here to enter text.

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

Click here to enter text.

1. **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.** *(only complete if a Full Participation Plan is requested).*

Click here to enter text.

1. **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** *(only complete if a Full Participation Plan is requested)***.**

Click here to enter text.

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

Select Y/N **If Yes, please provide (up to 3 of) your most recent successful tender bid references.**

Click here to enter text.

**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 will be required once practical completion has been achieved. 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 Procurement 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 this Participation Plan will be maintained by the Department of Jobs, Tourism, Science and Innovation.

Information contained in this plan may be used or disclosed by the procurement agency for the supply (each as defined in the Western Australian Jobs Act 2017) or the State for the legitimate purposes of or relating to government or the business of government. This may include, without limitation, the disclosure of some or all of this information by the Minister responsible for the *Western Australian Jobs Act 2017* or the Minister responsible for the procuring agency to the Parliament of Western Australia or otherwise in connection with the performance of their functions or the discharge of their duties.

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

| **Signature:** | …………………………………. |
| --- | --- |
| **Position:** | Provide position title |
| **Date:** | Click here to enter a date. |

**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.

**Contract Commitments:** means commitments outlined in a participation plan which are incorporated in a contract for the Supply.

**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.

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

**Local Economy:** means economic activityin WA, another State or Territory or New Zealand

**Metro:** all areas that are located outside of ‘Regional’. Refer to the definition of ‘Regional’ below.

**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:** As prescribed in the [*Regional Development Commissions Act 1993*](https://www.slp.wa.gov.au/statutes/swans.nsf/(DownloadFiles)/Regional+Development+Commissions+Act+1993.pdf/$file/Regional+Development+Commissions+Act+1993.pdf), Schedule 1 – Regions defined by reference to districts.

**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.