



# Guidance for Suppliers on Completing a WAIPS Participation Plan

This guide is for prospective suppliers to the Western Australian Government and provides guidance on how to complete a WAIPS Participation Plan as part of a tender submission.

If further assistance is required, please contact the Industry Link Advisory Service at [WAIPS.industrylink@deed.wa.gov.au](mailto:WAIPS.industrylink@deed.wa.gov.au). Regional businesses can also seek support from their [Local Content Adviser](#), available in each region.

## General Guidance

The Participation Plan (and this guide) is separated into the following 4 sections:

1. Company & Contract Details
2. Workforce (Section A)
3. Industry Development (Section B)
4. Reporting and Declaration

Depending on the specific tender, the questions in the participation plan that require a response in the Industry Development (Section B) will differ. Suppliers are encouraged to review the Participation Plan questions requiring responses and then refer to the relevant guidance in this document.

When completing a Participation Plan consider:

- The responses should be realistic, verifiable and reportable as if your response is successful, it will form part of the contractual commitments.
- Ensure all questions include a valid response or “not applicable” or 0 (if the question is seeking a numerical response). Where space is available, it is recommended to provide a brief explanation of why the question isn’t applicable or relevant.
- The WAIPS Portal will not allow a Participation Plan to be completed unless all mandatory fields have been completed. Ensure all sections are fully completed as the agency may reject or downgrade an offer that doesn’t include both Workforce (Sections A) and Industry Development (Section B) fully completed.
- Workforce (Section A): This section is not assessed by the agency as part of the tender evaluation. However, this information is still required and is collected for

government reporting purposes and to gain an understanding of the industry, workforce and impact of government procurement. This section forms part of the Contract Commitments for the successful supplier.

- Industry Development (Section B): This section is assessed and scored by the evaluation panel and will result in the overall Participation Plan score. This section forms part of the contractual commitments for the successful supplier.
- When completing Industry Development (Section B): Industry Development, guidance and prompt questions have been provided in this guide. Government procurement activities vary across industries, projects and agencies and responses should be tailored accordingly.
- The prompt questions are intended as guidance only, outlining the types of information that may be addressed in a response. They are not an exhaustive set of requirements applicable to every supplier or procurement process. Responses should be tailored to the specific project and reflect relevant participation commitments within the Participation Plan.

## Explanation of Terms

The following definitions are provided for reference for when responding to the questions and referring to this guide.

**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** mean 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 Content:** the portion of the contracted value of a product or service generated within a jurisdiction. Local content is generally expressed as a percentage of the total contract value.

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

**Regional:** As prescribed in the *Regional Development Commissions Act 1993*, Schedule 1 – Regions defined by reference to districts.

**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.



Question	Guidance
<b>Company and Contract details</b>	
<b>Business Name:</b>	This information cannot be edited within the Participation Plan. The field is pre-filled from your WAIPS Portal Supplier Account. To change the business name, update it in WAIPS Portal, Supplier Account → Business Details.
<b>Australian Business Number (ABN):</b>	This information cannot be edited within the Participation Plan. The field is pre-filled from your WAIPS Portal Supplier Account. If the business does not have an ABN (e.g. it is an overseas entity), select “My business does not have an ABN” in the WAIPS Portal Supplier Account → Business Details.
<b>Person responsible for this Participation Plan document:</b>	This information cannot be edited within the Participation Plan. The field is pre-filled from the WAIPS Portal user account. To change the person responsible’s name, update it in the WAIPS Portal, Your Name menu → My Profile. Alternatively log in using the correct account.
<b>Contact phone number:</b>	This information cannot be edited within the Participation Plan. This field is pre-filled from the WAIPS Portal user account. To change the phone number, update it in the WAIPS Portal, Your Name menu → My Profile.
<b>Contact email:</b>	This information cannot be edited within the Participation Plan. This field is pre-filled from the WAIPS Portal user account. To change the email address, update it in the WAIPS Portal, Your Name menu → My Profile.
<b>Business website:</b>	This information cannot be edited within the Participation Plan. This field is pre-filled from WAIPS Portal Supplier Account. To change the website address, update it in the WAIPS Portal, Supplier Account → Business Details (Website).

<p><b>Business street address:</b></p>	<p>This must be a physical street address (not a Post Office Box). This information cannot be edited within the Participation Plan. The field is pre-filled from WAIPS Portal Supplier Account. To change the business street address, update it in the WAIPS Portal, Supplier Account → Business Details (Address).</p>
<p><b>Supplier/Contractor Workforce (Section A)</b></p>	
<p><b>For this contract only, please estimate the number of your company’s own workforce that will be employed to deliver this contract. Enter a whole number representing head count. All cells must be completed.</b></p>	<p>Complete the table by entering the estimated number (headcount) of workers employed by the Supplier/Contractor. Employment is defined as a minimum of one hour’s paid work per week. This number is separated into “Excluding Apprentices and Trainees” and “Apprentices and Trainees”, and their designated jurisdictions (metro, regional, other states, overseas). Jurisdictions are to be interpreted as employee’s place of residence.</p>
<p><b>For this contract only, please estimate the number of subcontracted workforces that will be employed to deliver this contract.</b></p>	<p>Complete the table by entering the estimated number (headcount) of subcontracted workers employed, separating these into “Excluding Apprentices and Trainees” and “Apprentices and Trainees”, and employee’s designated jurisdictions (metro, regional other states, overseas). Jurisdictions are to be interpreted as their place of residence. Employment is defined as a minimum of one hour’s paid work per week.</p>
<p><b>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).</b></p>	<p>Enter a numerical estimated percentage figure for each location in the table as the proportion of its anticipated overall contract spend. Your response should be a percentage of the overall contract spend by location. The sum of all locations needs to equal 100% for a completed row.</p>
<p><b>Will your business use subcontractors to deliver part of this contract? If yes, please list the major supply packages over \$20,000 or \$100,000 (depending on the question) (AUD) sourced from</b></p>	<p>List all confirmed and potential Subcontractors and Suppliers you intend using to deliver this contract where the estimated subcontract value is over \$100,000.</p>

<b>subcontractors and suppliers that you will use to deliver this contract.</b>	
<b>Package description</b>	Enter a brief description of the scope of the work package or supply of goods and services (e.g. WHS services, system training, electrical installation).
<b>Supply package advertised?</b>	Select 'Yes' if the intention is to openly advertise the work package, otherwise select 'No'.
<b>Subcontractor/ Supplier Name</b>	If the package or supply is going to open tender, enter the name of the prospective Contractor or if unknown include "To be advised or TBA".
<b>Prequalification required?</b>	Will suppliers need to meet any pre-qualification requirements to supply this package? Select the appropriate answer.
<b>Estimated package value \$AUD</b>	Enter the estimated portion of contract values in whole dollars distributed across the jurisdictions.
<b>Western Australian value \$AUD</b>	Enter the estimated portion of contract values in whole dollars to be distributed in WA.
<b>Other Australian States, Territories &amp; NZ value AUD\$</b>	Enter the estimated portion of contract values in whole dollars to be distributed in other Australian States and NZ.
<b>Overseas value \$AUD</b>	Enter the estimated portion of contract values in whole dollars distributed overseas.
<b>Project Phase</b>	Select either Design, Construction or Operation from the options available.

<b>Industry Development (Section B)</b>		
<b>Question</b>	<b>Guidance for responding to the participation plan questions</b>	<b>Prompt Questions which may provide ideas or support the responses to these questions</b>
<b>Provide a response on how you will: Ensure local industry is given full, fair and reasonable opportunity to participate</b>	The government is seeking for suppliers to communicate how local industry will, for example, be provided the same opportunity as global supply chain partners to participate in all aspects of a project, and that local industry will be provided the opportunity to compete on an equal and transparent basis.	What is the business’s approach, position or strategy in general and/or for this contract? Does your approach cover a commitment to providing full, fair and reasonable opportunity for local industry participation? Where/in what areas of the contract will you ensure the local industry is provided the opportunity to participate? How will these opportunities be identified, communicated and made accessible to local suppliers? Does the approach apply across the full term of the contract? What practical measures will you implement to support this approach (for example, company policies, supplier engagement processes, open advertising, industry briefings, collaboration with industry associations, operational, or procurement process or system changes, research, collaboration or partnership, performance monitoring, participation targets)?
<b>Provide a response on how you will: Increase access to, and raise awareness of local industry capability</b>	This question is seeking to understand how aware the business is of the local industry, how it interacts and how it will increase access to and promote local industry capability. This will provide opportunity for local industry to communicate their capabilities, further develop their skills and participate.	What information do you have, or will you need to increase awareness of local industry capability? What communication will you establish? What methods will you use (e.g. writing, in person, meetings, events, social media, media releases, networking, testimonials, industry associations or regional development groups, fostering partnerships, training collaborations, local sponsorships)?

<p><b>Provide a response on how you will: Aim to provide more supply opportunities to local industry</b></p>	<p>For the section, the response should highlight the initiatives the business has in place to ensure local industry has the ability to supply. It also indicates how proactive the business is in this area.</p>	<p>What approach does the business have in relation to making it easier for local business to supply to you (e.g. identifying opportunities, information on how to supply or prequalification is available, promoting partnerships, sizing of work packages, simplifying procurement policies, preferencing, events, innovation, database use, site visits, communication strategies, timing, active local industry practices, targets, monitoring, open advertising, industry associations, supplier friendly payment terms).</p>
<p><b>Provide a response on how you will: Encourage your supply chain to adopt, world’s best practice in innovation, technologies and materials</b></p>	<p>Best practice and innovation improve the outcomes from the government procurement and drive business growth, competitiveness and resilience.</p>	<p>What can or does the business do with suppliers to encourage them to improve their operations and outcomes? Investigate options and opportunities? Could you encourage collaboration with subject matter experts, consider procurement practices, increase research and development activities, sponsor events, continuous improvement, promotion, inform suppliers of innovative or environmentally sustainable options, support work health and safety training, partner on innovation activities or with innovative organisations, use technology, encourage training, consider positively as part of risk assessment activities or share technical knowledge or information? Do you have specific examples?</p>
<p><b>Provide a response on how you will: Provide opportunities for local industry to develop</b></p>	<p>Import replacement capacity is the goods or services being produced in WA rather than being imported. Increasing import replacement capacity results in the boosting of local jobs and fosters new local industries. Local</p>	<p>What information on the products and services are available? What products/services are currently being imported? What local industry can provide these products or services? What local products can be specified? What products can be innovative or trialled? What processes can be developed to identify? Can you</p>

<p><b>import replacement capacity</b></p>	<p>industry can include the local region, State, Australia and New Zealand.</p>	<p>collaborate/partner with another local business? What communication strategies, processes, system changes, knowledge, reporting or targeting or monitoring can be implemented?</p>
<p><b>Provide a response on how you will: Increase apprenticeship, training and job opportunities</b></p>	<p>Improving and increasing local jobs and training opportunities is an important aspect of building local industry capability and skills. An increase in these activities through procurement opportunities supports WA jobs and local content.</p>	<p>What is the business’s current approach and position or policy? What roles and opportunities are available? What can or does the business do to increase these opportunities? Can you identify specific roles? Are there groups you can communicate with? Do you have processes? Do you have targets? Have you also considered retention? Can it be expanded to incorporate your subcontractors? What training/training programs/opportunities do you provide? Do you engage with training providers and/or industry associations?</p>
<p><b>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?</b></p>	<p>Feedback is a very important aspect of local industry development as it encourages continuous improvement so that unsuccessful bidders can be better equipped and be more competitive in future bids. The feedback should be offered and if requested should include:</p> <ul style="list-style-type: none"> <li>• An explanation as to why their tender submission was unsuccessful.</li> <li>• Details about what areas of the submission were either non-compliant or lacking; and</li> </ul>	<p>Will you provide feedback? What is your position on feedback to subcontractors? How do you provide the feedback/what is the process? What areas do you provide feedback on? What type of solutions do you provide? What is your communication approach?</p>

	<ul style="list-style-type: none"> <li>• Suggestions on how they could improve for future submissions</li> </ul> <p>The form (phone or email) of the feedback can be flexible but face-to-face is considered the most effective.</p> <p>An unsuccessful bidder letter that is sent to all unsuccessful suppliers is not constructive feedback.</p>	
<p><b>If necessary, will you liaise with the Industry Link Advisory Service / Local Content Advisers on local industry participation issues?</b></p>	<p>This question is important to understand if the business is willing to work with government and if the bidder will for example provide participation plan reporting. Working with Government can assist with gaining a better understanding of issues that may prevent local industry from winning supply contracts. Focus could include local industry’s relative competitiveness and means of identification and pursuit of import replacement opportunities.</p>	<p>Do you plan or are open to liaise? If so, in what ways or circumstances? If not, what are the reasons for not liaising or communicating with these services.</p>
<p><b>If this contract is for whole or part regional delivery, please describe any other economic or community benefits the awarding of this contract</b></p>	<p>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.</p>	<p>What economic or community benefits will result from the contract for the region? Will it include sponsoring apprenticeships or traineeships in the region? To complete the project will you be seeking skilled and unskilled labour in the region, or using regional businesses for logistics, accommodation and travel? Will you support or sponsor a community program in the region? Will you be sourcing services or materials within</p>

<p><b>will deliver to the regional economy.</b></p>		<p>regions? Do you have any regional partnerships? Do you participate in local events or initiatives? Will you undertake significant activity from regional location?</p>
<p><b>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.</b></p>	<p>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 include:</p> <ul style="list-style-type: none"> <li>• Standard contractual arrangements with suppliers to outline their Industry Participation requirements.</li> <li>• Specify a requirement in tender documents that successful tenderers adopt defined Industry Participation strategies.</li> <li>• Establish reporting requirements which show how Industry Participation strategies have been implemented.</li> </ul>	<p>Is the business intending to outsource components of the package to other businesses? Which components? What activities will be established (to ensure full, fair and reasonable opportunity for local industry) are passed on to your subcontractors? Does the business have developed approaches to ensure they are passed on? (e.g. procurement practices, engagement, scoping of work, communication, training, systems, monitoring, contract requirements with suppliers, reporting requirements, specific policies, action in case of non-compliance). If there is no subcontracting mechanism, explain why it is not applicable?</p>
<p><b>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</b></p>	<p>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.</p>	<p>Consider if the response is: yes, no, not applicable or provide an explanation. What are the relevant standards or certifications (Australian or other) for this project? What is the general approach for standards/quality with subcontractors? Are you expecting to add more standards than currently specified for this tender? Will the additional standards be different from Australian</p>

<b>standards and provide an explanation as to why</b>		standards? Will the standards affect the local industry's ability to participate?
<b>Has your business previously provided a Participation Plan for a successful tender bid for any Western Australian government agencies? Select Yes/No. If yes, please provide (up to 3) of your most recent successful tender bid references</b>	If applicable, provide up to 3 references. (e.g. Tender/Participation Plan reference, Contract/Project Title, Agency Name, Agency contact name). This information supports the agency in understanding the experience and ability of the business to perform to state government standards and requirements – as well as a commitment and completion of activities relating to local participation.	What are the details of your largest or most successful WA state government contracts in progress or completed? Include details of CUAs or panels where currently a panellist, or other contracts if applicable. If you are unable to detail, briefly provide an explanation.

## Reporting and Declaration

<b>Reporting &amp; Declaration</b>	<p>Read the declaration carefully before submitting the Participation Plan. By clicking <b>Submit</b>, the person currently signed in is confirming that:</p> <ul style="list-style-type: none"> <li>○ they understand the reporting requirements of this Participation Plan; and</li> <li>○ the information provided is true and accurate.</li> </ul> <p>The declaration is automatically populated with the name, email address and details of the user who is signed in, and the WAIPS Portal records a date and time stamp at the point of submission. The Participation Plan must be completed by an authorised employee of the business (e.g. the owner, Managing Director or a delegated authority).</p>
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