

**Department for Infrastructure and Transport**

**APPLICATION FOR:**

**Preferred Supply Arrangement – Bituminous Works (PSABW)**

**(PSA No. 20C096)**

|  |  |
| --- | --- |
| **CONTACT FOR FURTHER INFORMATION** | E-mail: DIT.PSABW@sa.gov.au  |
| **CLOSING** | Applications must be submitted electronically at DIT.PSABW@sa.gov.au It is recommended that applications are uploaded at least two hours before the closing time. Refer to [Conditions of Tendering CT 6](https://www.dit.sa.gov.au/__data/assets/pdf_file/0005/549851/DPTI_Conditions_of_Tender_17_March_2020.pdf). |

**Services Covered by 20C096 Preferred Supply Arrangement – Bituminous Works (PSABW)**

| **Service** | **Category** | **Work Order Value(Excluding GST)** | **Services** |
| --- | --- | --- | --- |
| **Asphalt** | A1 | < $500 000 | * (Simple) Placement Only
 |
| A1 | < $500 000 | * (Simple) Supply and Place.
 |
| A2 | > $500 000 | * (Complex) Supply and Place.
 |
| **Spray Sealing** | S1 | < $500 000 | * (Simple) Spray Sealing.
 |
| S2 | > $500 000 | * (Complex) Spray Sealing.
 |
| **Thin Shape Correction** | C1 | < $500 000 | * (Simple) Thin Shape Correction.
 |
| C2 | > $500 000 | * (Complex) Thin Shape Correction.
 |

**INSTRUCTIONS**

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| General*Companies (Applicants) wishing to apply for 20C096 Preferred Supply Arrangement – Bituminous Works with the Department for Infrastructure and Transport (the Department)* ***must*** *fill out this Application Form and attach the information requested.** *Complete the Application Form and save as a .docx or .pdf file (without these instructions).*
* *Save the attachments as .pdf files. Where the files are small, they should be combined so that an absolute maximum of 10 files in total are submitted. Strictly follow the numbering system in this form when preparing the attachments.*

*Further guidance on applying for membership can be found in the Application Guidelines: 20C096 Preferred Supply Arrangement, Bituminous Works.* *The submission of an Application is deemed agreement by the Applicant to the terms and conditions of the Guidelines.*Submitting the Application *Applications must:*1. *include all documentation outlined in this Application Form, together with any other supporting technical or financial information;*
2. *include file names which clearly indicate the applicable section numbers of this application that are addressed in the file; and be submitted electronically at* *DIT.PSABW@sa.gov.au*
3. *with the following subject line:*

*NEW APPLICATION – 20C096 Preferred Supply Arrangement – Bituminous Works* ***Do not*** *submit a hard copy.****Do not*** *submit information not specifically requested in this Application.**Enquiries may be directed to* *DIT.PSABW@sa.gov.au**.*Publication of Details*Once accepted in the PSABW, the contact details provided in this Application Form will be published on the following internet site:* [*https://dit.sa.gov.au/contractor\_documents/prequalification*](https://dit.sa.gov.au/contractor_documents/prequalification)*.* *It is the Applicant’s responsibility to ensure that the contact details provided are up to date.* |

# SCHEDULE CHECKLIST FOR APPLICATION

##### For each item please tick the box to indicate that the Schedule has been completed and included with your Application.

|  |  |  |
| --- | --- | --- |
| 1 | Supply Information | [x]  |
| 2 | Financial Viability |[ ]
| 3 | Insurances  |[ ]
| 4 | Compliance | [ ]  |
| 5 | Application Requirements  |[ ]
| 6.1 | Statement of Intent for Targeted Industry Participation Plan (TIPP) (Category 1 Applicants only) | [ ]  |
| 6.2 | Statement of Intent for Targeted Industry Participation Plan (TIPP) (Category 2 Applicants only) | [ ]  |
| 6.3 | Acceptance of the Industry Advocate’s TIPP for the PSABW(Category 2 Applicants only)*Note: the Applicant is NOT required to complete the proposed TIPP for this Application* | [ ]  |
| 6.4 | Declaration of Compliance (for Category 2 Applications only) | [ ]  |
| 7 | Kiteworks Contact Details | ☐ |

**APPLICATION FORM**

**Schedule 1. Supply Information**

|  |  |
| --- | --- |
| Trading Name | <insert name> |
| Registered Name | <insert name> |
| ACN  | <insert number> |
| ABN | <insert number> |
| Address of registered office | <insert address> |
| Place of business in South Australia (if relevant) | <insert address> |
| Type of entity (e.g. company, trust, partnership, sole trader, other) | <insert entity> |
| Key Personnel (e.g. directors, chief executive officer, principal of business etc.) | <insert names and positions> |
| Telephone | <insert phone number> |
| Website | <insert URL> |
| Current DIT Technical Bituminous Prequalification held by the Applicant (the applicant must currently hold a technical bituminous prequalification to make an application) | <insert> |

**Contact Details**

|  |  |
| --- | --- |
| Contact Person | <insert name> |
| Position | <insert position> |
| Address | <insert address> |
| Postal address | <insert address, if different to the above> |
| E-mail | <insert email address> |
| Telephone | <insert phone number> |

**Conflict Of Interest**

You must provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest or potential conflict of interest, and actions to prevent or manage the conflicts of interest.

**Schedule 2: Financial Viability**

You are required to demonstrate that you have the financial viability to deliver the Department’s requirements. The following questions apply to your business, its parent or any associated entities or any director(s), including any consortium members and partners where relevant.

If the answer to any of the following questions is ‘yes’, provide an explanation.

|  |  |
| --- | --- |
| Are there any significant events, matters or circumstances which have arisen within the past 12 months that could significantly affect your operations? Have there been any:* bankruptcy and/or de-registration actions; or
* insolvency proceedings (including voluntary administration, application to wind up, or other like action), either actual or threatened, against you in the past three years? If so, what (if any) remedial action has been taken?
 | Yes/No |
|  |
| Are you currently in default of any agreement, contract, order or award that would or would be likely to adversely affect your financial capacity to deliver the Department’s requirements? Are there any other factors which could adversely impact on your financial ability to successfully perform the obligations in this Application?  | Yes/No |
|  |

**Risk Management**

Provide details of the risk management strategies and practices that you would implement in the delivery of the Department’s requirements.

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|  |

Provide details of your Workplace Health and Safety record over the previous three years. This should include the number of accidents, number of lost time accidents, etc.

|  |
| --- |
|  |

**Schedule 3: Insurances**

Provide details of each insurance policy relevant to the PSABW.

|  |
| --- |
| **Public Liability Insurance** |
| Certificate of Currency of Public Liability Insurance to $20 million attached to this response document | Yes/No |
| Value of Insurance |  |
| Date of Insurance expiry |  |
| **Product Liability Indemnity Insurance** |
| Certificate of Currency of Product Liability Insurance to $20 million attached to this response document | Yes/No |
| Value of Insurance |  |
| Date of Insurance expiry |  |
| **Other Insurance** |
| Workers compensation | Yes/No |
| Plant and equipment insurance | Yes/No |

**Discipline(s) Being Applied For:**

Please specify sub-categories where appropriate.

|  |
| --- |
| **BITUMINOUS WORKS** |
| **Category 1 (<$500 000)** | **Category 2 (>$500 000)** |
| [ ]  A1 - Placement Only | [ ]  A2 - Complex Supply Only |
| [ ]  A1 - Supply and Placement | [ ]  A2 - Complex Supply and Placement |
| [ ]  S1 - Spray sealing | [ ]  S2 - Complex Spray Sealing |
| [ ]  C1 – Thin Shape Correction | [ ]  C2 - Complex Thin Shape Correction |

**Schedule 4: Compliance**

|  |
| --- |
| **Terms and Conditions** |
| Confirm that you agree to comply with the proposed Preferred Supply Arrangement - Bituminous Works Terms and Conditions outlined in [Attachment 1](#_attachment_1) without any further amendment. | Yes |
| **Specifications** |
| Confirm that you agree to comply with the relevant specifications outlined in [Attachment 1](#_attachment_1). | Yes  |
|  |

|  |
| --- |
| By: .................................................................... ........................................................... (Signature ) (Printed Name) .................................................................... .......................................................... (Date) (Company Name) ................................................................... ........................................................... (Witness Signature ) (Witness Printed Name) .................................................................... .......................................................... (Date) (Company Name)  |

**Schedule 5: Application Requirements**

5.1 Mandatory Criteria:

Applicants must provide the following mandatory information with the Application.

| Mandatory Criteria | Category 1 <$550 000 GST incl. | Category 2 >$550 000 GST incl. |
| --- | --- | --- |
| Certificate of Currency for Public and Product liability insurance to $20 million and Workers Compensation Insurance Certificate (RTWSA). (Refer Schedule 3) | Mandatory | Mandatory |
| Industry Advocate Statement of Intent completed as part of the returnable schedules. Refer to Schedule 6.1 (category 1) or Schedule 6.2 (category 2). | Mandatory | Mandatory |
| Acceptance of the Industry Advocate’s TIPP for the PSABW, including Aboriginal Engagement Plan. (Refer to Schedule 6.3) | Not required | Mandatory |
| Currently approved Technical Bituminous Works Prequalification Scheme Category and product type. (Refer to Schedule 1) | Mandatory | Mandatory |
| Australian Government National Code of Practice 2016 for any works containing Federal Government funding Streams (not Required for Cat. 1, if 100% funded from State Government). Applicant to provide evidence. | Preferred | Mandatory |
| Australian Government Building and Construction Work Health and Safety (WHS) Accreditation Scheme for category 2 members only. (Refer Schedule 5.7) – Provide Certificate of Compliance | Not Required | Mandatory |
| Builders Licensing requirements to perform Bituminous works in accordance with the requirements of the Department of Consumer and Business Services of SA. The minimum license category endorsement of *‘Paving’* with preference given to *‘Civil Construction’,* has been deemed minimum requirement. Applicant to provide evidence. | Mandatory | Mandatory |
| Provision of Applicant signed acceptance of the PSABW contract and related documents. (Refer Schedule 4) | Mandatory | Mandatory |
| Provide an Australian Government Workplace Relations Management Plan (WRMP) (Refer Schedule 5.6) | Not Required | Mandatory |

## 5.2 Applicant Knowledge (5 page limit)

|  |
| --- |
| **Category:** <insert nominated category as per Pre-qualification Discipline(s)> |
| **Demonstrated applicant knowledge, expertise, experience, and track record, particularly for Bituminous Works for the Department or other Road Authorities. For those Applicants who were previously involved in the Master Terms Agreement (Contract No. 17C216) please provide details of all Contracts completed in the previous 12 months:**  |
| **Project Example 1:** |
| Project Title: | <insert project title and name of client organisation> |
| Project Details: | <insert project details including scope of work, deliverables, indicate if the project was delivered on time and within budget> <limit details to no more than 150 words>  |
| Project Value | <insert project value> |
| Project Referees | <insert title, name, address, e-mail and telephone number of contact person at client organisation> |
| **Project Example 2:** |
| Project Title: | <insert project title and name of client organisation> |
| Project Details: | <insert project details including scope of work, deliverables, indicate if the project was delivered on time and within budget> <limit details to no more than 150 words>  |
| Project Value | <insert project value> |
| Project Referees | <insert title, name, address, e-mail and telephone number of contact person at client organisation> |

<insert additional table/s for additional Work History>

5.3 Adherence to Key Performance Indicators (KPI)

Applicant to demonstrate how they will adhere to the PSABW Terms and Conditions KPI’s (refer Attachment 1) and how they will continually meet the reporting functions for Jobs awarded to the member (one page limit).

## 5.4 Management Systems/Plans

Applicant to provide certificate of third party accredited systems/plans including:

* Safety (ISO 45001:2018);
* Quality (ISO 90001:2015); and
* Environmental (ISO 14001:2015).

## 5.5 Key Personnel

1. Applicant to provide details of key personnel that will be engaged to perform works under the PSABW (two page limit per person). The competence of the Applicant’s Key personnel must meet the minimum requirements on projects of similar magnitude and complexity as detailed in the table below:

|  |
| --- |
| **Category:** <insert nominated category as per Pre-qualification Discipline(s)> |
| **Position** | **Qualifications** | **Experience (min)** | **Nominated Person(s)** |
| Applicant’s Representative | Professional Project Manager or Engineer | 5 years |  |
| Project Manager |  | 5 years |  |
| Site Supervisor (Asphalt) |  | 3 years |  |
| Site Supervisor (Spray Seal) |  | 3 years |  |
| Quality Management Representative | Qualifications in Quality Management | 3 years |  |
| Safety Representative | Qualifications in Safety Management | 5 years |  |
| Environmental Management Representative | Recognised tertiary environmental qualification | 3 years |  |

1. The Applicant’s Representative may be the Project Manager and the Environmental Management Representative may be the Quality Management Representative. All other positions must be filled by separate individuals.
2. If more than one person is anticipated to be used for each role, please provide details for each person.

## 5.6 Building Code (for Category 2 Applications only)

1. The Applicant’s attention is drawn to the Commonwealth Code for the Tendering and Performance of Building Work 2016 (Building Code) and the explanatory statement to the Code for the Tendering and Performance of Building Work 2016 (Explanatory Statement). Copies of the Building Code and Explanatory Statement are available at <https://www.abcc.gov.au/>.
2. By submitting an Application, you:
3. will be deemed to have read; and
4. agree that you must comply with,

the Building Code.

1. Notwithstanding any other provisions of the Application, Applicants hereby consent to the disclosure of information concerning compliance with the Building Code, including details of whether or not a sanction under the Building Code has been imposed. This consent extends to disclosure by the Commonwealth, its agencies and ministers, and disclosure to others for the purposes of facilitating compliance with the Building Code and the exercise of their statutory and portfolio responsibilities. Applicants must ensure that their proposed subcontractors and consultants are also aware of, and agree to comply with, these rights of use and disclosure.
2. Applicants should be aware that the Building Code may apply to:
3. Work Orders which is the subject of this Application; and
4. all construction and building work undertaken by the Applicant and its “related entities” (as defined in the Building Code) thereafter as defined in the Building Code, including work on all new privately funded construction projects in Australia.
5. Each Applicant must submit a Workplace Relations Management Plan (WRMP) as part of their Application. Resources to assist in the preparation of a WRMP can be found [here](https://www.abcc.gov.au/building-code/contractors/tendering/workplace-relations-management-plans-wrmp).
6. Applicants are required to comply with the Building Code. As part of their Application, Applicants must submit a signed “Declaration of Compliance” in accordance with the Declaration of Compliance which is attached to this Application in Schedule 6.4.
7. Each Applicant must indicate in its Application:
8. whether the Applicant or a related entity of the Application has ever been subject to a sanction imposed under the Building Code;
9. whether the Applicant has had an adverse Court or Tribunal decision (not including decisions under appeal) for a breach of workplace relations law, work health and safety law, or workers’ compensation law and the Applicant has not fully complied, or is not fully complying, with the order.
10. whether the Applicant has had any adverse court, tribunal, industrial relations commission or Fair work Australia finding, order or penalty awarded against it in the last two years (and if so provide details);
11. how the Applicant and its related entities have complied with the Building Code (or previous versions of the Building Code) in the past (if the Applicant has undertaken Australian Government funded construction work in the past);
12. how the Applicant intends to comply with the Building Code in performing the Contract, should it be the successful Applicant; and
13. where the Applicant proposes to subcontract an element of the project, either:
14. the information detailed in the above subclauses (a) and (b) in relation to each subcontractor, or
15. how the Applicant intends to ensure each subcontractor complies with the Building Code.
16. where the Applicant has an enterprise agreement made under the Fair Work Act on or after 1 February 2013, Australian Government agencies must require the Applicant to confirm, in their submission, that the agreement includes genuine dispute resolution procedures.
17. While acknowledging that value for money is the core principle underpinning decisions on Government procurement, Applicants should note that when assessing Applications, preference may be given to Applications that demonstrate a commitment to:
18. adding and/or retaining trainees and apprentices;
19. increasing the participation of women in all aspects of the industry; or
20. promoting employment and training opportunities for Indigenous Australians in regions where significant indigenous populations exist.

5.7 Australian Government Building and Construction WHS Accreditation Scheme (for Category 2 Applications only)

Applicants must be accredited under the Australian Government Building and Construction WHS Accreditation Scheme (the Scheme) established by the *Fair Work (Building Industry) Act 2012* when entering into contracts for building work covered by the Scheme, and maintain accreditation under that Scheme while the building work is being carried out.\*

A successful Applicant must comply with all conditions of Scheme accreditation and provide a Certificate of Compliance

\* Section 26(1)(f) of the Fair Work (Building Industry – Accreditation Scheme) Regulation 2016 outlines provisions applying to joint venture arrangements that include accredited and unaccredited builders.

Refer to [www.fsc.gov.au](http://www.fsc.gov.au) for further information.

**Schedule 6.1: Statement of Intent for Targeted Industry Participation Plan (TIPP) – Category 1 (To be completed by Category 1 applicants only)**

This statement of intent is specifically designed for Department for Infrastructure and Transport – Preferred Supply Arrangement – Bituminous Works (PSABW)

Guiding documents including the South Australian Industry Participation Policy, Procedural Guidelines and Frequently Asked Questions are available at <http://www.saipp.sa.gov.au>.

The Industry Advocate, under the functions of the Industry Advocate Act 2017 has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

If you need assistance please contact the Office of the Industry Advocate on (08) 8226 8956 or email: oia@sa.gov.au

# INDUSTRY ADVOCATE APPROVAL DATE 18/08/2020

***Please note: This document is invalid without the Industry Advocate’s signature***

# GENERAL ADMINISTRATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Name** |       | **Project Manager** |       |
| **Telephone** |       | **Email** |       |
| **Are you an Aboriginal owned business?** | [ ]  YES | [ ]  NO |
| **Will you engage Aboriginal-owned businesses in the delivery of this contract?** | [ ]  YES | [ ]  NO |
| **Declaration**As a duly authorised officer of the Business, I am familiar with the South Australian Industry Participation Policy, *Industry Advocate Act 2017* and the business’s responsibilities under this policy. By signing this I also declare that all information contained in this Statement of Intent is true and accurate to the best of my knowledge. |
| Signature: |       | Date: |       |
| Name (print): |       | Position: |       |
| **NOTE: Your Business is not expected to complete a Tailored Industry Participation Plan if successfully accredited to the PSABW. Noting the Industry Advocate during the life of the PSABW will actively work with Category 1 contractors in upskilling their businesses to understand the requirements of the Industry Advocate, including how to further develop their businesses within South Australia.** |

**BACKGROUND:**

The South Australian Industry Participation Policy (SAIPP) establishes the framework by which obligations to provide opportunities for capable South Australian enterprises are given full, fair and reasonable opportunity to tender and/or participate in a government contracts.

The SAIPP acknowledges the direct influence design and specifications can have on industry participation outcomes and economic contribution to the State.

The Industry Advocate supports the Government’s long-term objective of building resilience into the supply chains of Government contracts. Of course, resilience in supply chains can be achieved in many ways from diversifying the Supply base to utilising innovation and technology to improve productivity.

The Aboriginal economic participation section of the SAIPP aims to increase the level of Aboriginal engagement and participation through employment and economic opportunities arising out of Government’s expenditure.

Industry Participation Plans (IP Plans) are used to measure the economic contribution to the State or region through three key indicators labour, supply inputs and capital associated with the contract.

***It should be noted a Tailored Industry Participation Plan is invalid without a signature from the Industry Advocate.***

**OBJECTIVE:**

This Statement of Intent forms part of the Industry Participation process and the information provided is designed to familiarise successful contractors under the *DIT - 20C096 – Category 1 Preferred Supply Arrangement – Bituminous Works (PSABW)* what they may be subject to completing in future stages of the PSABW agreement should they be invited to quote for work packages above $550,000 (GST inclusive).

A Tailored IPP process is a mandatory requirement.

* A Statement of Intent will form Stage 1 of the Tailored Industry Participation process and the information provided will be used to benchmark a Tailored Industry Participation Plan submitted at Stage 2 (secondary procurements from the preferred Supply arrangements).
* A Tailored IPP Plan is required for any secondary procurement over and equal to $550,000 (GST inclusive) and IPP weightings of 15% will apply.

The Industry Advocate, under the functions of the *Industry Advocate Act 2017* has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

**SECTION A: LABOUR AND SOURCING FROM SA**

|  |
| --- |
| The purpose of this section is to measure the potential economic benefit to the State through the use of labour and supply inputs (e.g. finished products, supplies, raw materials and work packages) sourced from within South Australia.The Participant will be asked in the future Tailored Industry Participation Plan to demonstrate how you will engage with South Australian enterprises through the delivery of the contract. |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **A1. Will the project design have consideration of local and regional content or contribution in the delivery phase?** | [ ]  **Yes** [ ]  **No** |
| **A2. Will individual services and supply packages be designed to a size, scale and risk profile to support and maximise the involvement of local and regional small-to-medium sized businesses as subcontracting partners?** | [ ]  **Yes** [ ]  **No** |
| **A3. Will the Participant actively promote opportunities to local and regionally based businesses for labour supply, goods supply or the provision of professional services?**  | [ ]  **Yes** [ ]  **No** |
| **A4. Will the local content commitments made apply through all tiers of the Participant’s Supply and subcontractor engagements?** | [ ]  **Yes** [ ]  **No** |
| **A5. Will the Participant be creating new jobs or retaining positions in South Australia over the life of the contract?**  | [ ]  **Yes** [ ]  **No** |
| **A6. If successful, will the Participant be able to move any functions, services or facilities to South Australia (e.g. Help Desk services, human resources, payroll etc)?** | [ ]  **Yes** [ ]  **No** |

**SECTION B: INVESTMENT IN SOUTH AUSTRALIA**

|  |
| --- |
| Capital expenditure and other associated investment can provide a significant and long-term stimulus to the South Australian economy, unlocking or increasing the capacity or capability of local enterprises to deliver more services to and from South Australia.The Participant will be asked in the future Tailored Industry Participation Plan to estimate the investments located or to be located permanently in the State or regional South Australia to deliver the contract and assess how such investment provides a tangible benefit to the sector and the State.The Participant may also be asked if the investment in research and development associated with this contract will lead to a new product or service to South Australia or Australia. |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **B1. Will the Participant (or does the Participant currently have) investment/s in plant and equipment permanently located in South Australia?****B2. Will the Participant (or does the Participant currently have) investment/s in plant and equipment permanently located in regional South Australia?** | [ ]  **Yes** [ ]  **No**[ ]  **Yes** [ ]  **No** |
| **B3. Will the Participant (or does the Participant currently have) an office, warehousing or other facilities permanently located in South Australia?** | [ ]  **Yes** [ ]  **No** |
| **B4. Will the Participant (or does the Participant currently have) have a program for the training and skills development of South Australian employees either direct or indirectly employed?** | [ ]  **Yes** [ ]  **No** |

**SECTION C: ABORIGINAL ECONOMIC PARTICIPATION AND EMPLOYMENT**

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| --- |
| The SAIPP incorporates Aboriginal economic participation objectives with the aim to improve the level of Aboriginal people’s participation in, and benefit from, employment and economic opportunities arising out of Government’s expenditure.The Participant will be asked in the future Tailored Industry Participation Plan to estimate, promote and demonstrate how they will involve and engage local South Australian Aboriginal businesses in the delivery of this contract.  |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **C1. Will the Participant seek to include South Australian Aboriginal businesses in the supply chain of this project?**  | [ ]  **Yes** [ ]  **No** |
| **C2. Has the Participant successfully engaged with South Australian Aboriginal businesses in the supply chain of previous contracts/projects?** | [ ]  **Yes** [ ]  **No** |
| **C3. Will the Participant develop strategies for the retention and skill development of an Aboriginal workforce during delivery of this contract?**  | [ ]  **Yes** [ ]  **No** |
| **C4. Will the Participant engage with Traditional Owner Groups to provide employment opportunities for local Aboriginal people in the delivery of regional projects?**  | [ ]  **Yes** [ ]  **No** |
| **C5. Does the Participant have an Aboriginal Reconciliation Action Plan and/ or a history of culturally respectful project delivery?** | [ ]  **Yes** [ ]  **No** |
|  |  |

**SECTION D: APPRENTICESHIPS, TRAINEES AND GRADUATES - STATEWIDE**

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| The South Australian Government is committed to the creation of an extra 20,800 apprenticeships and traineeships by 2022. This objective is part of the Skilling South Australia initiative which is now reflected in the State’s Industry Participation Plan requirements.The contract can provide further opportunities for a contractor to support new, or the continuation of, existing traineeships, apprenticeships and cadetships, or graduate recruitment/employment programs (above the mandated minimum requirements).The Participant will be asked in the future Tailored Industry Participation Plan to detail proposed engagement and support of trainees, apprentices and/or cadets (either directly or through Group Training Organisation Schemes (GTOs). |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **D1. Will the Participant (or does the Participant currently have) trainees or apprentices located in South Australia?** | [ ]  **Yes** [ ]  **No** |
| **D2. Will the Participant encourage capacity partners and sub-contractors to strongly consider the engagement of trainees and apprenticeships?** | [ ]  **Yes** [ ]  **No** |
| **D3. Will the Participant consider Apprentices, Trainees and Graduates to be utilised in the project deliver?** | [ ]  **Yes** [ ]  **No** |

**SECTION E: LABOUR AND SOURCING FROM REGIONAL SA**

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| The purpose of this section is to measure the potential economic benefit to the State through the use of labour and supply inputs (e.g. finished products, supplies, raw materials and work packages) sourced from within regional South Australia.If the project is to have a regional focus the Participant will be asked in the future Tailored Industry Participation Plan to demonstrate how you will engage with regional South Australian enterprises through the delivery of the contract |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **E1. Will the project design have consideration of regional content or contribution in the delivery of the contract/s?** | [ ]  **Yes** [ ]  **No** |
| **E2. Will individual services and supply packages be designed to a size, scale and risk profile to support and maximise the involvement of regional small-to-medium sized businesses as subcontracting partners?** | [ ]  **Yes** [ ]  **No** |
| **E3. Will the Participant actively promote opportunities to regionally based businesses for labour supply, goods supply or the provision of professional services?**  | [ ]  **Yes** [ ]  **No** |
| **E4. Will the local content commitments made apply through all tiers of the Participant’s Supply and subcontractor engagements including regionally based businesses?** | [ ]  **Yes** [ ]  **No** |
| **E5. Will the Participant be creating new jobs or retaining positions in regional South Australia over the life of the contract?**  | [ ]  **Yes** [ ]  **No** |

**SECTION F: SKILLS AND KNOWLEDGE TRANSFER**

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| The Participant will be asked in the future Tailored Industry Participation Plan to demonstrate how skills and knowledge transfer to South Australian employees and sub-contractors will be achieved. |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **F1. Will the Participant have a program of knowledge transfer to ensure capabilities and capacity South Australian sub-contractors and Supplys’ is developed and retained to enhance their prospects for future opportunities?** | [ ]  **Yes** [ ]  **No** |
| **F2. Will the Participant have a skills transfer program to ensure South Australian employees (direct and indirect) build their capabilities and capacity to enhance their career opportunities?** | [ ]  **Yes** [ ]  **No** |
| **F3. Will there be a mechanism to create new roles and to increase employment opportunities for South Australian residents?** | [ ]  **Yes** [ ]  **No** |

**SECTION G: SOCIO-ECONOMIC CONTRIBUTIONS**

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| --- |
| The Participant will be asked in the future Tailored Industry Participation Plan to demonstrate how programs, projects and initiatives will lead to improved socio-economic outcomes for South Australians as part of the delivery of the contract.  |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **G1. Will the Participant consider upskilling, long term unemployed with training needs, People with barriers to employment as Trainees, Apprentices and Graduates?** | [ ]  **Yes** [ ]  **No** |

**Schedule 6.2: Statement of Intent for Targeted Industry Participation Plan (TIPP) – Category 2 (To be completed by Category 2 applicants only)**

This statement of intent is specifically designed for Department for Infrastructure and Transport – Preferred Supply Arrangement – Bituminous Works (PSABW)

Guiding documents including the South Australian Industry Participation Policy, Procedural Guidelines and Frequently Asked Questions are available at <http://www.saipp.sa.gov.au>.

The Industry Advocate, under the functions of the Industry Advocate Act 2017 has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

If you need assistance please contact the Office of the Industry Advocate on (08) 8226 8956 or email: oia@sa.gov.au

# INDUSTRY ADVOCATE APPROVAL DATE 18/08/2020

***Please note: This document is invalid without the Industry Advocate’s signature***

**GENERAL ADMINISTRATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Name** |       | **Project Manager** |       |
| **Telephone** |       | **Email** |       |
| **Are you an Aboriginal owned business?** | [ ]  YES | [ ]  NO |
| **Will you engage Aboriginal-owned businesses in the delivery of this contract?** | [ ]  YES | [ ]  NO |
| **Declaration**As a duly authorised officer of the Business, I am familiar with the South Australian Industry Participation Policy, *Industry Advocate Act 2017* and the business’s responsibilities under this policy. By signing this I also declare that all information contained in this Statement of Intent is true and accurate to the best of my knowledge. |
| Signature: |       | Date: |       |
| Name (print): |       | Position: |       |
| **NOTE: Your Business is expected to complete a Tailored Industry Participation Plan if successfully selected to be accredited to the PSABW, with a completed TIPP to be provided in the Secondary Procurement Phase. In completing this document this will establish your company’s commitment to the requirements of DIT and IA for the life of the PSABW agreement.**  |

**BACKGROUND:**

The South Australian Industry Participation Policy (SAIPP) establishes the framework by which obligations to provide opportunities for capable South Australian enterprises are given full, fair and reasonable opportunity to tender and/or participate in a government contracts.

The SAIPP acknowledges the direct influence design and specifications can have on industry participation outcomes and economic contribution to the State.

The Industry Advocate supports the Government’s long-term objective of building resilience into the supply chains of Government contracts. Of course, resilience in supply chains can be achieved in many ways from diversifying the Supply base to utilising innovation and technology to improve productivity.

The Aboriginal economic participation section of the SAIPP aims to increase the level of Aboriginal engagement and participation through employment and economic opportunities arising out of Government’s expenditure.

Industry Participation Plans (IP Plans) are used to measure the economic contribution to the State or region through three key indicators labour, supply inputs and capital associated with the contract.

***It should be noted a Tailored Industry Participation Plan is invalid without a signature from the Industry Advocate.***

**OBJECTIVE:**

This Statement of Intent (SoI) forms part of Industry Participation process and the information provided will be used to benchmark Tailored Industry Participation Plans (TIPPs) submitted prior to Secondary Procurement process. The Participant will be required to complete the following documents for evaluation of economic contribution purposes consistent with the SAIPP.

The South Australian Industry Participation Policy applies to all preferred Supply arrangement contracts.

A Tailored IPP process is a mandatory requirement.

* This Statement of Intent will form part of the PSABW application of the Tailored Industry Participation process and the information provided will be used to benchmark a Tailored Industry Participation Plan submitted at Stage 2 (secondary procurements from the preferred Supply arrangements).
* A Tailored IPP Plan is required for any and all secondary procurement over and equal to $550,000 (GST inclusive) and IPP weightings of 15% will apply.

The Industry Advocate, under the functions of the *Industry Advocate Act 2017* has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

**Table of SAIPP Activities:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **SAIPP Requirement** | **Timeline** |
| DTI – PSABW application & accreditation process | * Tailored Industry Participation Plan – Statement of Intent signed acceptance
 | RFI closing date |
| DTI –PSABW Secondary Procurements | * Tailored Industry Participations submitted and evaluated
 | Secondary Procurement |
| IA to approve SAIPP prior to executed work order | * Industry Participation Plan review and potential negotiation with IA
 | Secondary Procurement |

**SECTION A: LABOUR AND SOURCING FROM SA**

|  |
| --- |
| The purpose of this section is to measure the potential economic benefit to the State through the use of labour and supply inputs (e.g. finished products, supplies, raw materials and work packages) sourced from within South Australia.The Participant will be asked in the future Tailored Industry Participation Plan to demonstrate how you will engage with South Australian enterprises through the delivery of the contract. |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **A1. Will the project design have consideration of local and regional content or contribution in the delivery phase?** | [ ]  **Yes** [ ]  **No** |
| **A2. Will individual services and supply packages be designed to a size, scale and risk profile to support and maximise the involvement of local and regional small-to-medium sized businesses as subcontracting partners?** | [ ]  **Yes** [ ]  **No** |
| **A3. Will the Participant actively promote opportunities to local and regionally based businesses for labour supply, goods supply or the provision of professional services?**  | [ ]  **Yes** [ ]  **No** |
| **A4. Will the local content commitments made apply through all tiers of the Participant’s Supply and subcontractor engagements?** | [ ]  **Yes** [ ]  **No** |
| **A5. Will the Participant be creating new jobs or retaining positions in South Australia over the life of the contract?**  | [ ]  **Yes** [ ]  **No** |
| **A6. If successful, will the Participant be able to move any functions, services or facilities to South Australia (e.g. Help Desk services, human resources, payroll etc)?** | [ ]  **Yes** [ ]  **No** |

**SECTION B: INVESTMENT IN SOUTH AUSTRALIA**

|  |
| --- |
| Capital expenditure and other associated investment can provide a significant and long-term stimulus to the South Australian economy, unlocking or increasing the capacity or capability of local enterprises to deliver more services to and from South Australia.The Participant will be asked in the future Tailored Industry Participation Plan to estimate the investments located or to be located permanently in the State or regional South Australia to deliver the contract and assess how such investment provides a tangible benefit to the sector and the State.The Participant may also be asked if the investment in research and development associated with this contract will lead to a new product or service to South Australia or Australia. |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **B1. Will the Participant (or does the Participant currently have) investment/s in plant and equipment permanently located in South Australia?****B2. Will the Participant (or does the Participant currently have) investment/s in plant and equipment permanently located in regional South Australia?** | [ ]  **Yes** [ ]  **No**[ ]  **Yes** [ ]  **No** |
| **B3. Will the Participant (or does the Participant currently have) an office, warehousing or other facilities permanently located in South Australia?** | [ ]  **Yes** [ ]  **No** |
| **B4. Will the Participant (or does the Participant currently have) have a program for the training and skills development of South Australian employees either direct or indirectly employed?** | [ ]  **Yes** [ ]  **No** |

**SECTION C: ABORIGINAL ECONOMIC PARTICIPATION AND EMPLOYMENT**

|  |
| --- |
| The SAIPP incorporates Aboriginal economic participation objectives with the aim to improve the level of Aboriginal people’s participation in, and benefit from, employment and economic opportunities arising out of Government’s expenditure.The Participant will be asked in the future Tailored Industry Participation Plan to estimate, promote and demonstrate how they will involve and engage local South Australian Aboriginal businesses in the delivery of this contract.  |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **C1. Will the Participant seek to include South Australian Aboriginal businesses in the supply chain of this project?**  | [ ]  **Yes** [ ]  **No** |
| **C2. Has the Participant successfully engaged with South Australian Aboriginal businesses in the supply chain of previous contracts/projects?** | [ ]  **Yes** [ ]  **No** |
| **C3. Will the Participant develop strategies for the retention and skill development of an Aboriginal workforce during delivery of this contract?**  | [ ]  **Yes** [ ]  **No** |
| **C4. Will the Participant engage with Traditional Owner Groups to provide employment opportunities for local Aboriginal people in the delivery of regional projects?**  | [ ]  **Yes** [ ]  **No** |
| **C5. Does the Participant have an Aboriginal Reconciliation Action Plan and/ or a history of culturally respectful project delivery?** | [ ]  **Yes** [ ]  **No** |
|  |  |

**SECTION D: APPRENTICESHIPS, TRAINEES AND GRADUATES - STATEWIDE**

|  |
| --- |
| The South Australian Government is committed to the creation of an extra 20,800 apprenticeships and traineeships by 2022. This objective is part of the Skilling South Australia initiative which is now reflected in the State’s Industry Participation Plan requirements.The contract can provide further opportunities for a contractor to support new, or the continuation of, existing traineeships, apprenticeships and cadetships, or graduate recruitment/employment programs (above the mandated minimum requirements).The Participant will be asked in the future Tailored Industry Participation Plan to detail proposed engagement and support of trainees, apprentices and/or cadets (either directly or through Group Training Organisation Schemes (GTOs). |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **D1. Will the Participant (or does the Participant currently have) trainees or apprentices located in South Australia?** | [ ]  **Yes** [ ]  **No** |
| **D2. Will the Participant encourage capacity partners and sub-contractors to strongly consider the engagement of trainees and apprenticeships?** | [ ]  **Yes** [ ]  **No** |
| **D3. Will the Participant consider Apprentices, Trainees and Graduates to be utilised in the project deliver?** | [ ]  **Yes** [ ]  **No** |

**SECTION E: LABOUR AND SOURCING FROM REGIONAL SA**

|  |
| --- |
| The purpose of this section is to measure the potential economic benefit to the State through the use of labour and supply inputs (e.g. finished products, supplies, raw materials and work packages) sourced from within regional South Australia.If the project is to have a regional focus the Participant will be asked in the future Tailored Industry Participation Plan to demonstrate how you will engage with regional South Australian enterprises through the delivery of the contract |

The following questions establish your intentions through the delivery of this contract, where regional contracts are offered:

|  |  |
| --- | --- |
| **E1. Will the project procurement have consideration of regional content or contribution in the delivery of the contract/s?** | [ ]  **Yes   ☐ No** |
| **E2. Will individual services and supply packages be procured to a size, scale and risk profile to support and maximise the involvement of regional small-to-medium sized businesses as subcontracting partners?** | [ ]  **Yes** [ ]  **No** |
| **E3. Will the Participant actively promote opportunities to regionally based businesses for labour supply, goods supply or the provision of professional services?**  | [ ]  **Yes** [ ]  **No** |
| **E4. Will the local content commitments made apply through all tiers of the Participant’s Supply and subcontractor engagements including regionally based businesses?** | [ ]  **Yes** [ ]  **No** |
| **E5. Will the Participant be creating new jobs or retaining positions in regional South Australia over the life of the contract?**  | [ ]  **Yes** [ ]  **No** |

**SECTION F: SKILLS AND KNOWLEDGE TRANSFER**

|  |
| --- |
| The Participant will be asked in the future Tailored Industry Participation Plan to demonstrate how skills and knowledge transfer to South Australian employees and sub-contractors will be achieved. |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **F1. Will the Participant have a program of knowledge transfer to ensure capabilities and capacity South Australian sub-contractors and Supplys’ is developed and retained to enhance their prospects for future opportunities?** | [ ]  **Yes** [ ]  **No** |
| **F2. Will the Participant have a skills transfer program to ensure South Australian employees (direct and indirect) build their capabilities and capacity to enhance their career opportunities?** | [ ]  **Yes** [ ]  **No** |
| **F3. Will there be a mechanism to create new roles and to increase employment opportunities for South Australian residents?** | [ ]  **Yes** [ ]  **No** |

**SECTION G: SOCIO-ECONOMIC CONTRIBUTIONS**

|  |
| --- |
| The Participant will be asked in the future Tailored Industry Participation Plan to demonstrate how programs, projects and initiatives will lead to improved socio-economic outcomes for South Australians as part of the delivery of the contract.  |

The following questions establish your intentions through the delivery of this contract:

|  |  |
| --- | --- |
| **G1. Will the Participant consider upskilling, long term unemployed with training needs, People with barriers to employment as Trainees, Apprentices or Graduates?** | [ ]  **Yes** [ ]  **No** |

**Schedule 6.3: Acceptance of the Industry Advocate’s TIPP for the PSABW (For Category 2 Applicants only)**

|  |
| --- |
| **TIPP for the PSABW** |
| Confirm that you agree to comply with the proposed TIPP for the PSABW as attached without any further amendment*Note: the Applicant is NOT required to complete the proposed TIPP for this Application* | Yes |

|  |  |
| --- | --- |
| By: .................................................................... (Signature) .................................................................... (Date) ................................................................... (Witness Signature) .................................................................... (Date) |  .................................................................... (Printed Name) .................................................................... (Company Name) .................................................................... (Witness Printed Name) .................................................................... (Company Name) |

**Tailored Industry Participation Plan (TIPP)
Department for Infrastructure and Transport (DIT) - 20C096 –**

**Preferred Supply Arrangement – Bituminous Works (PSABW)**

|  |
| --- |
| This template is specifically designed for Department for Infrastructure and Transport - 20C096 – Preferred Supply Arrangement – Bituminous Works (PSABW)Guiding documents including the South Australian Industry Participation Policy, Procedural Guidelines and Frequently Asked Questions are available at <http://www.saipp.sa.gov.au>. The Industry Advocate, under the functions of the Industry Advocate Act 2017 has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions. If you need assistance completing the Industry Participation Plan, please contact the Office of the Industry Advocate on (08) 8226 8956 or email: oia@sa.gov.au ***Please note: This document is invalid without the Industry Advocate’s signature.*** **INDUSTRY ADVOCATE APPROVAL** **DATE** 18/08/2020 |

 **GENERAL ADMINISTRATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Name** |       | **Project Manager** |       |
| **Telephone** |       | **Email** |       |
| **Tender Title** |        |
| **Responsible Government Agency** |       |
| **Tender value ($AUD)***This is the total value of your tender, including GST, including all options and for the life of the contract including all possible extensions* | $       |
| **Are you a South Australian Aboriginal Business?** | [ ]  YES | [ ]  NO |
| **Will you engage South Australian Aboriginal Businesses in the delivery of this contract?** | [ ]  YES | [ ]  NO |
| **Declaration**As a duly authorised officer of the Business, I am familiar with the South Australian Industry Participation Policy, Procedural Guidelines, Industry Advocate Act 2017 and the business’s responsibilities under this policy.If awarded the contract for which this Industry Participation Plan has been prepared, the Business will:* Meet the commitments given in this or an amended Industry Participation Plan
* Report against the commitments in this Plan to the Industry Advocate, as required in the IP Plan Reporting arrangement using the IPP Report template available at [industryadvocate.sa.gov.au](http://www.industryadvocate.sa.gov.au).
* Meet with the Industry Advocate or his representative to review how this Industry Participation Plan is being implemented and advanced, upon request from the Industry Advocate.
* If during the term of the contract there are circumstances outside the control of the participant that affect the ability of the participant to deliver the commitments in this Tailored Industry Participation Plan, the participant must submit a formal rectification plan in writing to the Industry Advocate. The rectification plan must maintain the intent and deliverables of the Tailored Industry Participation Plan for the duration of the Contract. The rectification plan must be approved by both the Principal and the Industry Advocate.
* **Note that the Industry Advocate reserves the right to negotiate and/or clarify commitments in this plan prior to finalisation of the contract**
 |
| Signature: |       | Date: |       |
| Name (print): |       | Position: |       |

|  |
| --- |
| **NOTE: Your Business is expected to monitor and report against the commitments outlined in the following plan.** |

***Guidance Note:*** *It is important that you complete all sections in this template, even if you believe you are repeating information contained in the rest of your tender response. The officers evaluating your Industry Participation Plan may not have access to your full tender response and may only be able to award you marks for the information you provide in this plan.*

**BACKGROUND:**

The South Australian Industry Participation Policy (SAIPP) establishes the framework by which obligations to provide opportunities for capable South Australian enterprises are given full, fair and reasonable opportunity to tender and/or participate in a government contracts.

Responsible Government Agencies (RGAs) should be looking for opportunities for further economic development for South Australia (SA) from procurement and consideration should be given to using a Tailored Industry Participation Plan (TIPP).

The Office of the Industry Advocate (OIA) can work with RGAs to design and implement a TIPP Plan in any area of expenditure that will benefit from this regardless of value. The participant may be required to complete one or more of the following documents for evaluation of economic contribution purposes consistent with the SAIPP.

The SAIPP acknowledges the direct influence design and specifications can have on industry participation outcomes and economic contribution to the State.

The Industry Advocate supports the Government’s long-term objective of building resilience into the supply chains of Government contracts. Of course, resilience in supply chains can be achieved in many ways from diversifying the Supply base to utilising innovation and technology to improve productivity

The Aboriginal economic participation section of the SAIPP aims to increase the level of South Australian Aboriginal business engagement and participation through employment and economic opportunities arising out of Government’s expenditure.

Industry Participation Plans (IPPs) are used to measure the economic contribution to the State or region through three key indicators, namely labour, supply inputs and capital associated with the contract.

**OBJECTIVE:**

The Statement of Intent (SoI) forms part of the industry participation process and the information provided will be used to benchmark a TIPP, submitted at Stage 2.

* **TIPP – Stage 1** (SoI – Stage 1) followed by;
* **TIPP – Stage 2** (TIPP – Stage 2) (review and negotiation with the Industry Advocate)

The terms contained within this Document are intended to form the basis for commitments prior to the finalisation of the Plan (*herein Industry Participation Plans will be referenced as a Tailored Industry Participation Plan* by shortlisted businesses.

The Industry Advocate, under the functions of the *Industry Advocate Act 2017* has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

|  |
| --- |
| Metropolitan Adelaide projects will be those within the boundaries identified below and regional projects will be for all projects outside these boundaries. |

**SECTION A: LABOUR AND SOURCING FROM SA**

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| --- |
| The table below is a means of validating whether the work packages and subcontracts identified in Section A1 can deliver the objectives of the South Australian Industry Participation Policy.Use the Economic Benefit Descriptor Table below to populate Columns 4 & 6 in Section A1. |

**TABLE 1 – ECONOMIC BENEFIT DESCRIPTOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Economic Benefit Descriptor** | **Goods, Products and Materials** | **Labour** | **Trainees/Apprentices** |
| **Very strong** | More than 90% of SA manufactured, assembled goods, materials sourced from SA | More than 90% of total jobs sourced from SA, including support services and supply-chain | 15% or higher of the SA labour is delivered by Trainees or Apprentices (including cadets or graduates) |
| **Strong** | 70% - 90% of SA manufactured, assembled goods, SA based workforce, majority of materials sourced from outside SA | 70% - 90% of total jobs sourced from SA, including support services and supply-chain | 10 -14% of the SA labour is delivered by Trainees or Apprentices (including cadets or graduates) |
| **Positive** | 50% - 70% SA assembled goods, majority of materials sourced from outside SA | 50% - 70% of total jobs, sourced from SA, including support services and supply-chain | 5 – 9% of the SA labour is delivered by Trainees or Apprentices (including cadets or graduates) |
| **Low** | 30% - 50% SA retail and installation, no assembly, manufacturing, plant or high value-add | 30% - 50% of total jobs sourced from SA, including support services and supply-chain | 1 - 4% of the SA labour is delivered by Trainees or Apprentices (including cadets or graduates) |
| **Very low** | SA installation only, no assembly, manufacturing or retail | 10% - 30% of total jobs sourced from SA, including support services and supply-chain | 1% of SA labour is delivered by Trainees or Apprentices |
| **Nil** | All external supply to SA, no installation | Less than 10% of total jobs sourced from SA, including support services and supply-chain | No SA labour is delivered by Trainees or Apprentices |

 **SECTION A1: SUPPLIED FROM STATE-WIDE SA**

|  |
| --- |
| Please complete the columns below, listing details of all head contract work, sub-contracts, supply-chains, purchases **(including self-performed)** and/or purchases required to deliver this contract. Please list all with a value of **$110,000 (GST inclusive) or 1% of overall contract value (whichever is lower)** and above.Please then use the descriptors in Table 1 to estimate the economic contribution to South Australia (SA) from Goods and Products and the level of labour from residents of SA using the guidance in Table 1 above.*With particular attention to:** **Column 3 - Estimate $ value of Goods/Products/Materials to be purchased**
* **Column 4 – Select appropriate Economic Benefit Descriptor for each work package (refer table 1)**
* **Column 5 - Estimate total $ value of South Australian labour**
* **Column 6 – Select appropriate Economic Benefit Descriptor for each work package (refer table 1)**

***Guide notes:******A work package can be described a group of tasks within a project and because they look like projects themselves they are often thought of as sub-projects.******The example below assumes a total cost of the work package of $300,000 incorporates products/goods cost of $160,000 and labour cost of $140,000. Please use the same approach for all the other work packages listed.*** ***Provide the name of the business and the suburb.******For project management/contract administration costs include a percentage of support services “head office” support functions such as payroll, finance, HR, ICT support, etc***  |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Head contract work, or sub-contracts, supply-chains or purchases** | **Supply business to be used wherever known** *(include your business if self-performed)* | **Estimated value of Goods / Products /Materials ($AUD)** | **Economic Benefit Descriptor for SA***See Table 1* | **Estimated total value of SA labour ($AUD)** | **Economic Benefit Descriptor for SA***See Table 1* |
| *Description of Work Package* | *Business Name & Suburb or Region* | *$140,000* | *Very Strong* | *$160,000* | *Very Strong* |
|  |  | $AUD |  | $ AUD |  |
| Project Management/ Contract Administration | eg your business  | $ AUD |  | $ AUD |  |
|  |  | $AUD |  | $ AUD |  |
|  |  | $AUD |  | $ AUD |  |
|  |  | $AUD |  | $ AUD |  |
| **TOTAL** |  | **$**AUD |  | **$** AUD |  |

SECTION A2: OPPORTUNITIES FOR SA BUSINESSES

|  |
| --- |
| Please detail how your business will consider supplier and supply-chains using South Australian Small and Medium Enterprises (SMEs).Please quantify below how you will measure and report on the following.1. The number of promotional activities to showcase opportunities to locally based businesses.
2. Promote opportunities to regionally based South Australian business and supply chains?
3. The number of industry briefings / Supply workshops to be conducted.
4. The number of “work-packages” of a size and scale that will maximise local subcontractor involvement.
5. How the labour and sourcing methodology will be measured through all tiers of your Supply and subcontractor engagement/s.
 |
| **Please insert details here.** |

**SECTION B: INVESTMENT IN SOUTH AUSTRALIA**

|  |
| --- |
| Use the table below to quantify the investment associated with the contracting activity, especially new investment as this can deliver very significant economic development outcomes for South Australia. The intention is to acknowledge the level of plant and equipment in South Australia and what is the potential total value of investment to be permanently located in South Australia. *Guidance Note:* * *If an item of plant or equipment is to be purchased and is to be permanently located* *South Australia which is going to be used in the creation of a deliverable associated with this project but you will keep the item after the project is complete, then the value of that item is an investment and should be listed* below.
* *For an item of plant of plant or equipment already owned and is permanently located South Australia which is going to be used in the creation of a deliverable associated with this project use the depreciated value (the total depreciated value of an item is the value of that item once you take depreciation into consideration).*
* *If a purchase is to form part of the material or equipment for the project directly then it should be listed in Section A: Labour and Sourcing from South Australia.*
* *The investment in research and development associated with this contract will lead to a new product or service to South Australia or Australia.*
* *The value of capital expenditure for the leasing of office/warehousing and associated infrastructure required to deliver the project should be incorporated. If the office/warehousing facility is already owned use an equivalent leasing amount for the term of the contract.*
* *Note: Depreciation is the loss in value that occurs naturally as an object is put to use or ages.*
 |
| **Investment Type** | **SA Value** | **Description** |
| **Plant and Equipment***(Include current investment – not just new purchases)* | $ AUD  |  |
| **Office/Warehousing Investment***(building lease/ownership; associated infrastructure etc)* | $ AUD  |  |
| **Training/Skills Development***(do not include salary costs – just the cost of the training and development programs)* | $ AUD  |  |
| **Other***(please include any other investment not covered in the items above)* | $ AUD |  |
| **Total Value:** | **$** AUD |  |

**SECTION C: ABORIGINAL SUPPLY CHAIN PARTICIPATION**

|  |
| --- |
| Using the table below quantify the number and value of work packages that will go to South Australian Aboriginal businesses in the supply chain of this project. ***Please note:******A work package can be described a group of tasks within a project and because they look like projects themselves they are often thought of as sub-projects.******The example below assumes a total cost of the work package of $300,000 incorporates products/goods cost of $160,000 and labour cost of $140,000. Please use the same approach for all the other work packages listed.*** ***Provide the name of the business and the suburb.******Include a percentage of support services “head office” support functions such as payroll, finance, HR, ICT support, etc in the project management/contract administration costs*** Guide notes:* *Only include a business operating in South Australia that is 50% or more owned by an Aboriginal resident of South Australia (for taxation purposes); or*
* *A 50% or more Aboriginal owned business operating in South Australia where the Aboriginal owner is a non- South Australian resident but the business provides economic benefit to South Australian Aboriginal people through ongoing employment in this State; or*
* *An Aboriginal Joint Venture arrangement with at least 50% South Australian Aboriginal ownership and verification that management and financial decisions are made by the Aboriginal partner.*
 |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Head contract work, or sub-contracts, supply-chains or purchases** | **Name of Supply business to be used**  | **Estimated value of Goods / Products / Materials contract ($AUD)** | **Estimated Economic Benefit Descriptor for SA***See Table 1* | **Estimated total value of SA labour ($AUD)** | **Estimated Economic Benefit Descriptor for SA***See Table 1* |
| *Description of Work Package* | *Business Name & Suburb* | *$140,000* | *Very Strong* | *$160,000* | *Very Strong* |
|  |  | $AUD |  | $ AUD |  |
|  |  | $AUD |  | $ AUD |  |
|  |  | $AUD |  | $ AUD |  |
|  |  | $ AUD |  | $ AUD |  |
|  |  | $ AUD |  | $ AUD |  |
|  |  | $ AUD |  | $ AUD |  |
| **TOTAL** |  | **$** AUD |  | **$** AUD |  |

**SECTION C1: ABORIGINAL WORKFORCE PARTICIPATION**

|  |
| --- |
| Quantify how you will measure and report on the following:* Maximise opportunities for Aboriginal employment (including Aboriginal trainees and apprentices) in the delivery of this project.
* The recruitment, training, retention of the skill development of an Aboriginal workforce during the delivery of this contract.
* The engagement with South Australian Aboriginal recruitment and labour hire businesses operating in the relevant region/s.
 |
| **Insert details here.** |

**SECTION D: APPRENTICESHIPS AND TRAINEES - STATEWIDE**

|  |
| --- |
| The South Australian Government is committed to the creation of an extra 20,800 apprenticeships and traineeships by 2022. This objective is part of the Skilling South Australia initiative which is now reflected in the State’s Industry Participation Plan requirements.For both direct and indirect (subcontractors) employment, please detail specific information on:* The estimated number of total SA trainees and apprentices that will be employed and contributing to the delivery of the contract,
* General approaches to delivering the traineeship and apprenticeship programs (i.e. directly employed, with Group Training Organisations (GTOs),
* Any new traineeship and apprenticeship opportunities generated in the delivery of the contract.

***Guidance Note:**** *Apprentices and trainees can be sourced from GTOs or employed directly.*
* *GTOs employ apprentices and trainees and place them with host employers where they undertake their on-job training and experience.*
* *GTOs allow your business to use an apprentice or trainee without holding the long-term responsibilities for their training and support services.*

*For more information about the role of GTOs, visit the Australian Apprenticeships website.**For more information on employing apprentices and trainees, call 1800 673 097 or visit the Department for Innovation and Skills website.* |
| **Direct engagement: SA-based trainees and apprentices that form part of your direct staff:**

|  |  |  |
| --- | --- | --- |
| **Function/Position** | **Number of Trainees/Apprentices** | **Apprentices:****Estimated Economic Benefit Descriptor for South Australia***See Table 1* |
| ***Example HR & Payroll*** | ***2*** |  |
|  |  |  |
|  |  |  |
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**Indirect engagement: SA-based trainees and apprentices from subcontractors:**

|  |  |  |
| --- | --- | --- |
| **Function/Position** | **Number of Trainees/Apprentices** | **Apprentices****Estimated Economic Benefit Descriptor for South Australia***See Table 1* |
| ***Example HR & Payroll*** | ***2*** |  |
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 |
| Please detail specific commitments for how your business will include participation (and any nomination of relevant targets) od these further nominated groups in the delivery of the contract:* Cadets
* Targeted groups for up-skilling or work experience
* Long-term unemployed with training needs
* People with barriers to employment
* Graduates
 |
| **Insert details here.** |

**SECTION E: SKILLS AND KNOWLEDGE TRANSFER**

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| --- |
| Purpose of this section is to demonstrate how you will transfer skills and knowledge to South Australian employees and sub-contractors by responding to the following questions. Quantify how you will measure and report on the following:1. Program/s of knowledge transfer to ensure capabilities and capacity South Australian sub-contractors and Supplier is developed and retained to enhance their prospects for future opportunities.
2. A skills transfer program/s to ensure South Australian employees (direct and indirect) build their capabilities and capacity to enhance their career opportunities.
3. Mechanisms to create new roles and to increase employment opportunities for South Australian residents.
 |
| **Please insert details here.** |

**SECTION F: INNOVATION, ENTREPRENEURS AND START-UP ENGAGEMENT**

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| Purpose of this section is to demonstrate commitments to engage (on commercial terms) South Australian innovators, entrepreneurs, start-ups or other ventures, or to assist commercialisation through a trial or pilot program opportunities, in the delivery of the contract. Quantify how you will measure and report on the following:1. The use of Supplier of the innovative products, processes, technologies and services based in SA and employ South Australians.
2. The number of innovative solutions identified to address problems, challenges or gaps that are relevant to the works and associated sectors.
3. The number of Supplier identified that have the potential to create high-value or ‘smart’ jobs in emerging technology sectors and priority industry sectors.
4. The number of local innovative products, processes, technologies and services that has the potential for broad market up-take nationally and internationally.
5. The potential impact to the South Australian economy through successful commercialisation and/or scale-up.
 |
| **Please insert details here.** |

**SECTION G: SOCIO-ECONOMIC CONTRIBUTION**

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| Purpose of this section is to demonstrate what social sustainable and ethical business practices including objectives, programs and actions are employed by Supplys and their associated supply chains where you can quantify and report on the following.1. Procurement decisions recognise social outcomes to the State in both the design and evaluation of tenders and quotes.
2. Social enterprises are provided constructive feedback to improve chances of winning future work.
3. Any specific targets for a socially diverse and inclusive workforce of both the head contractor and subcontractors.
 |
| **Please insert details here.** |

**SECTION H: SUSTAINABLE PROCUREMENT**

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| Purpose of this section is to demonstrate how procurement decisions will be based on the entire life cycle of the goods and services, taking into account associated costs, environmental and social risks and benefits, and broader social and environmental implications.Quantify how you will measure and report on the following:1. Strategies to avoid unnecessary consumption and manage demand (this includes the consumption of energy and water)
2. Purchase of goods and infrastructure that can be reused, repaired and recycled, and that include recycled content
3. Environmental impacts over the life of the goods and services by choosing products or services that have lower adverse impacts associated with any stage in their production, use or disposal
4. Fostering innovation in sustainable products and services through the design and implementation of procurements
5. That fair and ethical sourcing practices are applied and that Supplys are complying with socially responsible practices, including legislative obligations to employees.
 |
| **Please insert details here.** |

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| **Schedule 6.4: Declaration of Compliance**  |
| *20C096 - PSABW* |
|  |
| Name of Applicant: | *X* |
| ABN: | *X* |
| ACN: | *X* |
|  |

1. The Applicant confirms that it has complied with the *Code for the Tendering and Performance of Building Work 2016* (Building Code) in preparing this Application.
2. The Applicant undertakes that it complies with the Building Code, and has complied with the Building Code from the time of lodgement of this Application, and that it will require compliance by its related entities (see Part 1, section 3(2) of the Building Code).
3. The Applicant undertakes to ensure compliance from all subcontractors and consultants engaged in the PSABW, should it be the successful Applicant. All contracts must expressly require compliance with the Building Code.
4. The Applicant agrees that it and its subcontractors and its related entities will provide the Commonwealth or any person authorised by the Commonwealth, including a person occupying a position in the Australian Building and Construction Commission, with access to:
	1. inspect any work, material, machinery, appliance, article or facility;
	2. inspect and copy any record relevant to the Jobs subject of this PSABW;
	3. interview any person; and
	4. any document requested under this contract. The document must be provided within the period specified either in person, by fax or by post, as is necessary to demonstrate its compliance with the Building Code.
5. The Applicant acknowledges that it is aware the Commonwealth or Minister for Employment and Workplace Relations may impose a sanction on an Applicant or Contractor that does not comply with the Building Code.

The sanction imposed may include but is not limited to:

* 1. the reporting of the breach to an appropriate statutory body or law enforcement agency (if there is evidence that the breach may also be a breach of a Commonwealth or State law), or industry association;
	2. issuing of a formal warning that future breaches may lead to more significant sanctions;
	3. preclusion from applying for any Commonwealth funded building and construction work for a specified period;
	4. communication of sanction details to all Commonwealth agencies to ensure a ‘whole-of-Government’ approach;
	5. publication of details of the breach and identification of the party committing the breach; and
	6. a reduction in the number of applying opportunities that are given.
1. The Applicant is to select which of the following clauses in italics is appropriate and delete the remaining clause:
	1. *The Applicant hereby gives its consent, and confirms that its related entities give their consent, to disclosure by the Commonwealth, its agencies and ministers, of information concerning the Applicant’s and its related entities’ compliance with the Building Code and whether or not a sanction has been imposed on the Applicant and/or related entity of the Applicant, for the exercise of their statutory and portfolio responsibilities (the Purposes).*

OR

* 1. *The Applicant has previously given its consent, and confirms that its related entities have previously given their consent, to disclosure by the Commonwealth, its agencies and ministers, of information concerning the Applicant’s and its related entities’ compliance with the Building Code and whether or not a sanction has been imposed on the Applicant and/or a related entity of the Applicant for the exercise of their statutory and portfolio responsibilities (the Purposes), and confirms that the Applicant and its related entities have not revoked that consent.*
1. The Applicant has obtained or will obtain the consent of each subcontractor and consultant proposed in its Application (or in subsequent Jobs) to disclosure by the Commonwealth, its agencies and ministers, of information concerning the proposed subcontractors, compliance with the Building Code and whether or not a sanction has been imposed on any proposed subcontractor, for the Purposes.
2. The Applicant acknowledges that the consents provided in clause 6 are not limited to this Application process as the Applicant is expected to comply with the Building Code in future Jobs.

The Applicant will:

* 1. Describe how the Applicant has complied with the Building Code in the past (if the Applicant has undertaken Australian Government funded construction work in the past) and how it will comply if successful. For example, the Applicant will:
		1. comply with the Building Code;
		2. require compliance with the Building Code from all subcontractors before doing business with them;
		3. apply the Building Code to privately funded projects that commence after they first lodge an expression of interest or Application for an Australian Government project;
		4. ensure that contractual documents allow for a person occupying a position in Fair Work Building Industry to access sites, documents and personnel to monitor compliance with the Building Code, including privately funded construction sites;
		5. ensure project managers or head contractors establish appropriate processes to ensure freedom of association;
		6. ensure there is a work health safety and rehabilitation (WHS&R) plan for the Project;
		7. respond to requests for information concerning Building Code-related matters made on behalf of Code Monitoring Group (CMG);
		8. where practicable, ensure contractors or subcontractors initiate voluntary remedial action aimed at rectifying non-compliant behaviour when it is drawn to their attention;
		9. ensure that CMG secretariat is notified of any alleged breaches, voluntary remedial action taken or other Building Code-related matters within 21 days of the party becoming aware of the alleged breach; and
		10. be aware that and ensure that sanctions applied under the Building Code are enforced including the exclusion of identified parties from work opportunities in accordance with decisions advised by CMG.
	2. Where the Applicant proposes to subcontract an element of the work, the Applicant is either to:
		1. provide the information detailed at (a) in relation to each subcontractor; or
		2. detail how the Applicant intends to ensure compliance with the Building Code by each subcontractor.
	3. Ensure that where threatened or actual industrial action occurs on a project, contractors, subcontractors, consultants or project managers report such action to the Funding Entity.
1. Where the Applicant has a *Fair Work Act 2009* enterprise agreement that enterprise agreement includes a genuine dispute resolution procedure that includes the following:
	1. the ability for employees to appoint a representative in relation to the dispute;
	2. in the first instance procedures to resolve the dispute at the workplace level;
	3. if a dispute is not resolved at the workplace level, the capacity for a party to the dispute to refer the matter to an independent third party for mediation or conciliation; and
	4. if the dispute is still not resolved, the capacity for an independent third party to settle the dispute via a decision binding on the parties.

*(Insert additional sheets for response as necessary)*

**Schedule 7: Kiteworks Contact Details**

The Applicant shall provide contact details so that the Department’s file sharing program “Kiteworks” can be updated in preparation to receive work packages. Only individual email addresses are to be used (not generic company email addresses) as Kiteworks “invites” users to access the Work Order Requests.

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| Name | Email Address |
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# attachment 1 – Terms and Conditions

(Refer to separate “Guidelines” file)