



## INSTRUCTION SHEET

# Workplace Relations Management Plans

## What is a WRMP?

A Workplace Relations Management Plan (**WRMP**) is a comprehensive practical plan that outlines how a tenderer will comply with the requirements of the *Code for the Tendering and Performance of Building Work 2016* (the Code) on a particular project.

A WRMP is required under Section 25 of the Code on Commonwealth funded building work described in Schedule 2 of the Code.

A WRMP is required for projects where the Australian Government's contribution to the project that includes building work is at least:

- \$10 million; or
- \$5 million and this represents at least 50% of the total project construction value.

Code covered entities must comply with any WRMP that applies to the building work.

## WRMP Form

The ABCC has developed a WRMP Form for tenderers to use to develop their WRMP. Tenderers should follow the instructions set out on the right when completing the WRMP Form. Once the form is completed, tenderers should save and send their WRMP to the funding entity or funding recipient with their tender documents.

As part of their tender evaluation process, the funding entity or funding recipient will apply to the ABCC for approval of the WRMPs of short-listed respondents. To maintain the probity and independence of the tender and evaluation process all interaction about a WRMP for a particular project will be through the funding entity or funding recipient.

## WRMP Form instructions

To create a WRMP for a project, tenderers should complete the attached WRMP Form.

### All tenderers must complete sections A, B and L.

- Template clauses are contained in sections C, D, E, F, G, H, I, J, K and M. Tenderers may adopt these template clauses to form part of their WRMP for the project. The template clauses are pre-approved. Tenderers covered by an enterprise agreement should consider the requirements of their enterprise agreement before adopting the template clauses to ensure the template clauses are consistent with their enterprise agreement.
- Alternatively, tenderers may modify or delete the template clauses and insert free-text for assessment by the ABCC. If a tenderer chooses not to use the template clauses they should consider the type of information contained in the template clauses to ensure they sufficiently address the matters required in that section.
- When the WRMP is completed, tenderers should save and send the WRMP to the funding entity or funding recipient with their tender documents. The funding entity or funding recipient will provide the WRMPs of short-listed tenderers to the ABCC for assessment and final approval.
- The ABCC will provide the funding entity or funding recipient with an assessment record for each assessed WRMP. This record will indicate whether the WRMP is approved or not, including changes required if the WRMP is not approved.
- Under the Code, a funding entity must not enter into a contract with a tenderer unless the ABCC has approved the tenderer's WRMP.

## Company Policy Documents

Please do not attach company policies or other company documents to the WRMP (except your fitness for work policy). A WRMP is a stand-alone plan that outlines how a tenderer will comply with the requirements of the Code on a particular project. The ABCC will return company policies or other company documents to the funding entity or recipient without assessment. Contractors may seek their own independent advice on their company policies or other company documents.