



WA INDUSTRY PARTICIPATION STRATEGY

STANDARD PARTICIPATION PLAN TEMPLATE (Core) *All Projects*

DRAFT



This Participation Plan will contribute 20% of the overall Tender Evaluation.

Completing this Participation Plan is a mandatory requirement.

Guiding documents are available at www.itsi.wa.gov.au

The Industry Participation Advisory Service (IPAS) from the Department of Jobs, Tourism, Science and Innovation can assist businesses with questions relating to this template.

Please phone 9222XXXX or email....

Prospective Supplier: *Name of business*

Plan version: *Version 1 unless previous versions have been submitted to Department*

Authorised by: *Name and position of person authorising submission of this Participation Plan to the Department of Jobs, Tourism, Science and Innovation*

Government Agency or Entity: *Name of the Government Agency managing project (client), if applicable.*

Government Contact: *Name of Government Agency or Entity's project manager*

Government Contact details: *Contact phone and email for project manager*



Part A: Project/Contract Details

Prospective supplier details:

1. **Name of prospective supplier:** Click here to enter text.
2. **Contact person for this document:** Click here to enter text.
3. **Contact phone number:** Click here to enter text.
4. **Contact email:** Click here to enter text.
5. **Business website:** Click here to enter text.
6. **Business address:** Click here to enter text.
7. **Is this business registered as an Aboriginal Business?** Click here to enter text.

Contract description:

8. **Tender number (if applicable):** Click here to enter text.
9. **Contract delivery point:** (need to add a tab here that covers all regions)
10. **Contract title:** Click here to enter text.
11. **Contract description/ scope:** Click here to enter text.
12. **Estimated contract length (years, months including extension options):**
Click here to enter text.
13. **Anticipated contract start date:** Click here to enter a date.

Part B: Employment

14. **How many employees does your business have?** Click here to enter text.
15. **Would contract award result in the take up of new employees or retention of existing employees? If yes, please outline the number and location of these positions. Also, provide similar details for sub-contractors, where known:** Click here to enter text.



16. Does your business employ any apprentices or trainees? Would award of this contract result in an increase in apprentices or trainees? If yes, please outline numbers and location. Also, provide similar details for sub-contractors, where possible: [Click here to enter text.](#)

Part C: Other Local Benefits

17. Estimate division of contract value:

WA (metro% / regional %)	Australian and New Zealand %	Overseas %

18. Will you be engaging Aboriginal businesses, or employees, for this contract? If yes, provide details including name, activity and value? [Click here to enter text.](#)
19. Please outline how you will ensure that local industry is given full, fair and reasonable opportunity to participate in the project? [Click here to enter text.](#)

Part D: Liaison

20. Will you provide feedback to unsuccessful business seeking sub-contractual activity? Yes/No
21. Will you liaise with JTSI/local content officers on local participation issues? This could include focus on local supplier's relative competitiveness and means of enhancement and identification and pursuit of import replacement opportunities. Yes/No

Part E: Implementation

Please provide the contact details of the person responsible for the participation plan:

Part F: Reporting

Reporting on the implementation of this participation plan is required according to reporting dates inserted into the contract. Please see attachment A for a sample reporting template.



Part G: Declaration

I, _____, being an authorised person, declare that the information in this Participation Plan to the best of my knowledge is true, accurate and complete.

I agree to the Department of Jobs, Tourism, Science and Innovation contacting the nominated contact person to seek clarity, further information and/or verification of information contained within this Industry Participation Plan.

Signature:

Position: Provide position title

Date: [Click here to enter a date.](#)

Part H: Definitions

Local Content: The term local content is referred to as the portion of the contracted value of a product or service generated within a jurisdiction. These include regional Western Australia, total Western Australia, the rest of Australia and New Zealand. Local Content is generally expressed as a percentage of total content.

Local Business: A business that is located in Australia or New Zealand and manages the contract from the Australian or New Zealand office.

Regional Business: A business that is located outside of a metropolitan area within Australia or New Zealand.

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 industry and are structured in such a way as to provide Australian and New Zealand industries the opportunity to participate in projects.