



WA INDUSTRY PARTICIPATION STRATEGY

STANDARD PARTICIPATION PLAN TEMPLATE (Full)

Goods and Services contracts



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.jtsi.wa.gov.au

The Industry Participation Advisory Services 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 staff are employed by your business?** 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, location and the roles of these positions:** Click here to enter text.

Where feasible, include estimates for subcontractors.

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:** Click here to enter text.



Part C: Other Local Benefits

- 17. a) Please list, and provide details of other qualitative and quantitative benefits expected to be generated in Western Australia (metropolitan and regional), Australia and New Zealand through the contract. This should encompass:**
- (i) promoting the diversification and growth of the Western Australian economy by targeting supply opportunities for local industry;
 - (ii) providing suppliers of goods or services with increased access to, and raised awareness of, local industry capability;
 - (iii) encouraging local industry to adopt, where appropriate, world’s best practice in workplace innovation and the use of new technologies and materials;
 - (iv) promoting increased opportunities for local industry to develop import replacement capacity by giving local industry, in particular small or medium enterprises, full, fair and reasonable opportunity to compete against foreign suppliers or goods or services.
- b) If this contract is for regional delivery, please outline anticipated regional employment, regional business participation as sub-contractors and suppliers, generation of regional apprenticeships and traineeships and any other identifiable benefits to the regional economy.**

Please include within your response your willingness to work with the Regional Development Commissions’ local content officers in the identification and consideration of regional capability. [Click here to enter text.](#)

Part D: Subcontracting and Supply Arrangements

- 18. (i) If successful, would your business use subcontractors to deliver part of this contract? If, yes, where possible, please identify the businesses and what they will be contracted to deliver? (If your business intends to use subcontractors but these have not been confirmed, please mark as “potential subcontractor”).** [Click here to enter text.](#)
- (ii) Please outline how you will ensure that local industry is given full, fair and reasonable opportunity to participate in the contract?** [Click here to enter text.](#)

Subcontractor name	Subcontractor location	Scope of subcontractor involvement	Status – confirmed (c) or potential (p)



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(iii) Please outline the estimated level of WA, Other Australian (and New Zealand), and overseas content of the contract. [Click here to enter text.](#)

WA (metro% and regional %)	Other Australian (and NZ) %	Overseas %

(iv) 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.](#)

Part E: Implementation

Please provide the contact details of the person responsible for the Participation Plan: [Click here to enter text.](#)

Part F: Reporting

Reporting on the implementation of this Participation Plan is required every 12 months and or at the end of the contract. The required reporting dates will be inserted into the contract. Please see attachment A for a sample reporting template.

Part G: Liaison

19. Will you provide feedback to unsuccessful business seeking sub-contractual activity? Yes/No

20. Will you liaise with IPAS/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 H: 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.](#)

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Part I: 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 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.