



WA INDUSTRY PARTICIPATION STRATEGY

STANDARD PARTICIPATION PLAN REPORTING TEMPLATE (Full) *Goods and Services contracts*



WESTERN AUSTRALIA INDUSTRY PARTICIPATION STRATEGY STANDARD PARTICIPATION PLAN REPORTING TEMPLATE (FULL) – GOODS AND SERVICES CONTRACTS

This template is designed for reporting against Full Industry Participation Plans (Plan) for contracts of:

- \$5 million or more delivered in Regional Western Australia.
- \$5 million or more delivered in Metropolitan Western Australia.

(All prices are GST inclusive)

Annual reporting on local SME participation is required throughout the duration of the contract on each anniversary of the contract award date, or as negotiated with the responsible Government Agency. For contracts less than twelve months in duration, only one report on completion is required. A final Plan Implementation Report is due at contract completion. Reporting requirements are a contractual obligation.

Failure of your organisation to comply, in part or in whole, with the commitments in your Plan will be a factor that will be taken into account in the award of future contracts for the Government of Western Australia and may be considered a breach of contractual agreements.

Please forward this completed plan to the responsible Government Agency.

Please phone (08) [REDACTED] for any enquiries regarding your Plan



Part A: Project/Contract Details

Business Name:				
Project Manager:				
Telephone:		Email:		
Address:	Head Office <input type="checkbox"/>	Branch Office <input type="checkbox"/>	Warehouse <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>
Contract Title:				
Contract Reference Number:				
Contract Procuring Agency:				
Contract Award Date:				
Contract Value (\$AUD):				
Contract Spend to Date (\$AUD):				
Report Date:				



Part B: Employment

Your Company:

New Employees			Retained Employees		
Number	Location	Roles	Number	Location	Roles

Sub-Contractors (Include estimates where feasible):

New Employees			Retained Employees		
Number	Location	Roles	Number	Location	Roles

Apprentices/trainees:

New Apprentices/trainees		Retained Apprentices/trainees	
Number	Location	Number	Location

Sub-Contractors (Include estimates where feasible):

New Employees		Retained Employees	
Number	Location	Number	Location



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Part C: Other Local Benefits

Please list and provide details of other qualitative and quantitative benefits that have been 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.

If this contract is for regional delivery, please outline regional employment, regional business participation as sub-contractors and suppliers, generation and retention of regional apprenticeships and traineeships and any other identifiable benefits to the regional economy? [Click here to enter text.](#)

Did you work with the Regional Development Commissions’ local content officer in the identification and consideration of regional capability? [Click here to enter text.](#)

Part D: Sub-Contracting and Supply Arrangements

- (i) **Did your business use sub-contractors to deliver part of this contract? If yes, where possible, please identify the businesses and what they were contracted to deliver? [Click here to enter text.](#)**

Sub-contractor name	Sub-contractor location	Scope of Sub-contractor involvement	Status – confirmed (c) or potential (p)



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- (ii) Please outline how you have ensured that local industry is given full, fair and reasonable opportunity to participate in the contract? [Click here to enter text.](#)
- (iii) Please outline the actual level of WA, Other Australian (and New Zealand) and overseas content in fulfilling the contract? [Click here to enter text.](#)

WA metro %	WA regional %	Australian and New Zealand %	Overseas %

- (iv) Did you engage any Aboriginal businesses, or employees for this contract? If yes, please provide details including name, activity and value? [Click here to enter text.](#)

Part E: 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 F: 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.