



WA INDUSTRY PARTICIPATION STRATEGY

STANDARD PARTICIPATION PLAN REPORTING TEMPLATE (Full) *Housing and Works Projects*



WESTERN AUSTRALIA INDUSTRY PARTICIPATION STRATEGY STANDARD PARTICIPATION PLAN REPORTING TEMPLATE (FULL) – HOUSING AND WORKS PROJECTS

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

- \$2 million or more delivered in Regional Western Australia.
- \$10 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 practical 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

Estimate employment during the contract period (both direct and sub-contractors):

| Your Company | | Sub-Contractors | |
|--------------|--------------|-----------------|--------------|
| Peak Onsite | Peak Offsite | Peak Onsite | Peak Offsite |
| | | | |

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 (Include estimates where feasible):

| New Apprentices/trainees | | Retained Apprentices/trainees | |
|--------------------------|----------|-------------------------------|----------|
| Number | Location | Number | Location |
| | | | |



Sub-Contractors (Include estimates where feasible):

| New Apprentices/trainees | | Retained Apprentices/trainees | |
|--------------------------|----------|-------------------------------|----------|
| Number | Location | Number | Location |
| | | | |

Did this project fall under the Priority Start Policy? Choose any item.

- a) **If yes, what was the required apprenticeship trainee rate? [Click here to enter text.](#)**
- b) **If no, please estimate the number and location of trainees and ensure you have completed the two tables above.**

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.](#)



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

Part D: Sub-Contracting and Supply Arrangements

For this tender, please list the major packages over \$x for sub-contractors and suppliers (where known) that you use to deliver this contract.

| Package | Sub-contractor / supplier | Estimated value (\$AUD) | Estimated portion of contract value | | |
|---------|---------------------------|-------------------------|-------------------------------------|--|------------------|
| | | | Western Australian (\$AUD) | Other Australian States/Territories/NZ (\$AUD) | Overseas (\$AUD) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

For this tender, please list any packages where local businesses were considered to be in competition with overseas businesses.

| Package | Estimated value (\$AUD) |
|---------|-------------------------|
| | |
| | |
| | |
| | |

Please list any packages that were advertised to the open market.

| Package | Estimated value (\$AUD) | Was there a Prequalification requirement? | How were opportunities communicated? |
|---------|-------------------------|---|--------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Please outline how you ensured that local industry was given full, fair and reasonable opportunity to participate in the project? [Click here to enter text.](#)



For sub-contractors that you are aware outsourced components of the package to other businesses, what mechanisms were used to ensure that the obligation to provide full, fair and reasonable opportunity to local industry was passed on to relevant sub-contractors? [Click here to enter text.](#)

For this project, did you offer feedback to unsuccessful business that sought participation as sub-contractors? Please describe this process? [Click here to enter text.](#)

Did you specify standards to sub-contractors beyond those prescribed in the tender? If yes, were these Australian standards? Yes / No. If no, please explain? [Click here to enter text.](#)

Please estimate the overall local content outcomes achieved during design (if relevant), construction and operation (if relevant), phases:

| Project Phase | WA (\$AUD or %) | Other Australian States/Territories/NZ (\$AUD or %) | Overseas (\$AUD or %) |
|----------------------|----------------------------|--|----------------------------------|
| Design | | | |
| Construction | | | |
| Operation | | | |
| Total | | | |



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.