



# WESTERN AUSTRALIAN INDUSTRY PARTICIPATION STRATEGY

## PARTICIPATION PLAN REPORT

The Western Australian Industry Participation Strategy (WAIPS) Participation Plan Report is required, under the *Western Australian Jobs Act 2017* (WA Jobs Act), to be completed by the contracted supplier.

The report relates to the extent to which the commitments incorporated in the respective WAIPS Participation Plan are being, or have been, met.

Reporting requirements are a contractual obligation. These reports may be subject to an independent audit.

Information contained in this report may be used or disclosed by the procurement agency for the supply (each as defined in the *Western Australian Jobs Act 2017*) or the State for the legitimate purposes of or relating to government or the business of government. This may include, without limitation, the disclosure of some or all of this information by the Minister responsible for the *Western Australian Jobs Act 2017* or the Minister responsible for the procuring agency to the Parliament of Western Australia or otherwise in connection with the performance of their functions or the discharge of their duties.

Failure of your organisation to realise, in part or in whole, the commitments in your Plan may be a factor which is taken into account in the award of future contracts for the Government of Western Australia and may be considered a breach of contract.

### **Reporting Frequency**

For contracts less than 12 months in duration, a single report is required for the period from the date of contract commencement to the date of practical completion.

For contracts greater than 12 months in duration, reporting is required as follows:

Year 1 – From the date of scheduled contract commencement to the date of the first anniversary of scheduled contract commencement.

Year 2 - From the date of first anniversary of scheduled contract commencement to the date of the second anniversary of scheduled contract commencement.

..... and so on.

Final Year – from the date of the anniversary of scheduled contract commencement for that year to the date of Practical Completion.

### **Contractor Instructions**

This report applies to both Core and Full Participation Plans.

Complete and submit this report to the procuring agency within a two month timeframe of the end of the respective reporting period.

### **Agency Instructions**

Ensure the contractor provides a report that has been completed in full, is signed and in alignment with the respective participation plan. Then the agency will email the report to [industrylink@jtsi.wa.gov.au](mailto:industrylink@jtsi.wa.gov.au).



## Company & Contract details

Supplier details	
Business name:	Click here to enter text.
ABN:	Click here to enter text.
Person responsible for this document:	Click here to enter text.
Contact phone number:	Click here to enter text.
Contact email:	Click here to enter text.
Business street address:	Click here to enter text.

Contract details	
Contract Title:	Click here to enter text.
Contract Reference Number:	Click here to enter text.
Contract Procuring Agency:	Click here to enter text.
Contract Commencement Date:	Click here to enter a date.
Contract Completion Date:	Click here to enter a date.
Contract Spend to Date (Inc. GST):	Click here to enter text.
Date of this Report:	Click here to enter a date.



## Section A: Supplier/Contractor Workforce

Employment is defined by both the Australian Bureau of Statistics and the International Labour Organisation as a minimum of one hour's paid work per week.

**Important:** All table cells need to be completed. Enter a numerical value representing the **head count** or NA for the elements that are Not Applicable.

1. For this contract only, please provide the actual number of your company's own workforce (ie. not subcontracted) that was employed in delivering this contract to date.

Workforce	WA - Metro			WA - Regional			Other Australian States, Territories and New Zealand	Overseas
	M	F	O	M	F	O	All	All
Excluding Apprentices & Trainees								
Apprentices & Trainees								
Totals								

**Gender -** M = Male F = Female O = All other individuals categorized, either by themselves or by society, as neither male nor female. **All** = all genders combined.



## Section A: Subcontractor Workforce

**Important:** All table cells need to be completed. Enter a numerical value representing the **head count** or NA for the elements that are Not Applicable.

2. For this contract only, please provide the actual number of subcontractor personnel employed in delivering this contract to date.

Workforce	WA - Metro			WA - Regional			Other Australian States, Territories and New Zealand	Overseas
	M	F	O	M	F	O	All	All
Excluding Apprentices & Trainees								
Apprentices & Trainees								
<b>Totals</b>								

## Section A: Contract division

**Important:** Your response should be a percentage of the overall contract spend for each location. The sum of all locations need to equal 100% for a completed row. Please enter NA for elements that are Not Applicable.

3. As a percentage figure, please provide a breakdown by location (ie. WA - Metro, WA - Regional, Other Australian States, Territories and New Zealand, and Overseas) of the contract spend to date .

WA - Metro (%)	WA - Regional (%)	Other Australian States, Territories and New Zealand (%)	Overseas (%)



## Section A: Subcontractors & Sourcing

**Important note:** If the delivery model for this contract included subcontracting, you are required to complete either Question 4 or 5. All table cells need to be completed for each line item. Enter NA for the elements that are Not Applicable. Please insert additional rows in the table where necessary.

4. For a Core Participation Plan only: Please list the subcontractors you have engaged to date (for contracts over \$20,000\* AUD) and what they were contracted to deliver.

Subcontractor name	Subcontractor location	Summary of Service Provision (i.e. Plumbing)

This value may be varied at the Procurement Agency's discretion.

5. For a Full Participation Plan only: Please list the major packages (over \$100,000\* AUD) sourced from subcontractors and suppliers that you have used to date to deliver this contract.

Package Description	Package advertised? Yes / No	Subcontractor/Supplier	Total Estimated Package value \$AUD	Western Australian value \$AUD	Other Australian States, Territories & NZ value \$AUD	Overseas value \$AUD	Project Phase
	Select						Select
	Select						Select
	Select						Select
	Select						Select
	Select						Select

\*This value may be varied at the Procurement Agency's discretion.



## Section B: Industry Engagement

These questions represent the objectives of WAIPS.

**Important:** Ensure your responses to the individual questions in Section B address the commitments outlined in your Participation Plan.

1. Please provide details of how you achieved the following objectives as agreed in your Participation Plan:

(i) Where your business engaged subcontractor/s in the delivery of all or part of this contract, explain how you;

a. Ensured local Industry were given full, fair and reasonable opportunity to participate.

[Click here to enter text.](#)

b. Increased access to, and raised awareness of local industry capability.

[Click here to enter text.](#)

c. Aimed to provide more supply opportunities to local industry.

[Click here to enter text.](#)

d. Encouraged your supply chain to adopt, best practice in innovation, technologies and materials.

[Click here to enter text.](#)

e. Provided opportunities for local industry to develop import replacement capacity.

[Click here to enter text.](#)

f. Increased apprenticeship, training and job opportunities.

[Click here to enter text.](#)

(ii) Where your business did not subcontract, but performed the delivery of this contract in-house, explain how you;

a. Supported the local economy through employment and training initiatives.

[Click here to enter text.](#)

b. Introduced or adopted best practice in innovation, technologies and materials.

[Click here to enter text.](#)

c. Provided any other local economic benefits.

[Click here to enter text.](#)

2. Did you provide feedback to unsuccessful bidders seeking subcontract opportunities?

Yes/No If No, please explain why not?

[Click here to enter text.](#)

3. Did you liaise with Industry Link Advisory Service / Local Content Advisers in the regions on local industry participation and import replacement issues?

Yes/No If yes, please provide specific details.

[Click here to enter text.](#)



4. If this contract is for whole or part regional delivery, please describe any other economic or community benefits the execution of this contract has delivered to the regional economy.

[Click here to enter text.](#)

5. For subcontractors that you are aware outsource 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 were passed on to their relevant subcontractors?

[Click here to enter text.](#)

## Declaration

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

Signature: .....

Position: Provide position title

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



## Definition of terms

**Apprentices:** People undertaking an approved structured employment based training program (apprenticeship) under a registered training contract that leads to a nationally recognised qualification.

**Contract Commitments:** means commitments outlined in a participation plan which are incorporated in a contract for the Supply.

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

**Local Industry:** Suppliers of goods produced, or services provided, in WA, another State or Territory or New Zealand.

**Local Economy:** means economic activity in WA, another State or Territory or New Zealand

**Metro:** all areas that are located outside of 'Regional'. Refer to the definition of 'Regional' below.

**Offer:** means a bid, tender or other offer to supply goods or services of which this Participation Plan forms part or with which this Participation Plan is otherwise associated.

**Procurement Agency:** means the agency responsible for conducting the procurement process for which this Participation Plan is required.

**Regional:** As prescribed in the [Regional Development Commissions Act 1993](#), Schedule 1 – Regions defined by reference to districts.

**Supply or this Contract** means the supply of goods or services to which this Participation Plan relates.

**Trainees:** People undertaking an approved structured employment based training program (traineeship) under a registered training contract that leads to a nationally recognised qualification.

**Workforce:** Means the total number of workers (head count not FTEs) directly employed on a contract. This encompasses full-time, part-time, casual employees, apprentices and trainees, workers engaged through labour hire arrangements and other employer supported employment initiatives such as cadetships and internships.