# INDUSTRY PARTICIPATION PLAN – SUGGESTED TEMPLATE – Projects $350m or greater

* Local business participation is an anticipated outcome of Government spending. This expectancy is outlined in the State Government’s Building Local Industry Policy, which is accessible via the Department of Commerce website.
* A central element of the Policy is the requirement for the head contractor to develop an Industry Participation Plan (IP Plan). The IP Plan is a document that outlines how the head contractor’s approach to procurement will ensure that full, fair and reasonable opportunity is afforded to local businesses during the design and procurement cycle.
* IP Plans are required for contracts and projects where the State Government commits $20 million or greater. This commitment can include:
  + land leases below market value,
  + access to land and other assets,
  + project development agreements,
  + public private partnerships, and
  + any other arrangement where the Government provides a significant contribution to the project.
* This template is for projects estimated at $350m or greater. Templates for projects $20 million to $350 million are available on the Department of Commerce’s website.
* An Australian Industry Participation Plan (AIP Plan) is an obligation under the Commonwealth Government’s Australian Jobs Act 2013 and applies to projects with capital expenditure of $500 million or more.
* The State based IP Plan (this template) can be used as a basis for seeking an exception from preparing an AIP Plan for the Commonwealth Government, when certain conditions are met. It is advisable that the responsible party contact the Department of Commerce to discuss this option.
* IP Plans should be submitted to the Department of Commerce in a draft form for comment, prior to final submission.
* For further information or for submission of draft and final IP Plan:

**Manager Industry Participation**

Department of Commerce

[industry.participation@commerce.wa.gov.au](mailto:industry.participation@commerce.wa.gov.au)

08 6552 9369

<https://www.commerce.wa.gov.au/industryparticipation>

* Information provided by the head contractor will be treated as confidential and will not be disclosed to third parties without prior consent.
* This template can be modified to suit corporate formatting preferences; however, all relevant headings should be addressed.

**Industry Participation Plan (IP Plan)**

**For (*project/contract name)***

|  |  |
| --- | --- |
| **Prepared by:** | *Name of business or organisation* |
| **Plan version:** | *“Draft” or “Final”* |
| **Authorised by:** | *Name and position of person authorising submission of this IP Plan to the Department of Commerce* |
| **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**

**Head contractor details:**

1. **Name of head contractor:** Click here to enter text.
2. **Head contractor ABN:** Click here to enter text.
3. **Contact person for this document:** Click here to enter text.
4. **Contact phone number:** Click here to enter text.
5. **Contact email:** Click here to enter text.
6. **Business website:** Click here to enter text.
7. **Business address:** Click here to enter text.

**Project description:**

1. **Tender number (if applicable):** Click here to enter text.
2. **Project location:** Click here to enter text.
3. **Project title:** Click here to enter text.
4. **Project description/ scope:** Click here to enter text.
5. **Procurement delivery model:**  Choose an item.
6. **Estimated total capital cost of project/contract ($AUD)** Click here to enter text.
7. **Construction timeframe (years, months):** Click here to enter text.
8. **Construction start date:** Click here to enter a date.

**Part B: Economic Impact**

1. **Estimate employment during the construction phase:** 
   1. **Peak onsite:** Click here to enter text.
   2. **Peak offsite:** Click here to enter text.
2. **Does this project fall under the State Government’s Building Training Policy?**

Choose any item.

* 1. **If yes, please outline the required apprenticeship trainee rate.**

Click here to enter text.

* 1. **If no, please estimate the on peak number of trainees and apprentices involved in the project.**

Click here to enter text.

1. **Please list, and provide details of other qualitative and quantitative benefits expected to be generated in Australia through the project or more broadly through your business.**  *For example, research and development related activities and investments; the transfer of technology to local businesses; strategic alliances developed through this project with local businesses that may create links to global supply chains; regional development activities; Aboriginal participation programs; community support initiatives; and environmental programs.*
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.
5. Click here to enter text.

**Part C: Local Industry Participation**

1. **Describe the mechanisms you will use to ensure that local businesses will be given full, fair and reasonable opportunity to participate in the project. Please address the following headings.** 
   1. **The communication strategies used to alert local businesses of project opportunities.**

Click here to enter text.

* 1. **The accessibility of the project’s procurement personnel to local businesses.**

Click here to enter text.

* 1. **Your business’s approach to preferred supplier lists, including the process for refreshing and updating lists.**

Click here to enter text.

* 1. **The opportunities for local businesses (not on preferred supplier lists) to tender for. The process for assessing potential suppliers.**

Click here to enter text.

* 1. **The mechanisms used to ensure that the obligation to provide full, fair and reasonable opportunity is passed on to relevant subcontractors (subcontractors that are involved in awarding contracts to lower tiered businesses).**

Click here to enter text.

1. **For this project, will you offer feedback to unsuccessful tenderers? Please describe this process.**

Click here to enter text.

1. **Are you aware of Commonwealth and State Government support programs that may assist businesses to improve their capacity, capability and competitiveness? Do you commit to referring unsuccessful tenderers to these program websites, if applicable? Please outline the process.**

Click here to enter text.

1. **What standards will you use in this project? Can these standards be met by Australian suppliers? If you are not using Australian standards, please explain why and what impact this will have on Australian industry participation.**

Click here to enter text.

**Part D: Project Contestability**

1. **Please estimate the overall local content outcomes expected during design (if relevant) and construction phases:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project phase** | **WA ($AUD or %)** | **Other Australian States/Territories ($AUD or %)** | **Overseas ($AUD or %)** |
| Design |  |  |  |
| Construction |  |  |  |
| **Total** |  |  |  |

These percentages or values should represent the actual level of local content, as defined under Part G.

1. **Please list any goods and services that are expected to be sourced overseas above $500,000? Please also include contracts expected to be sourced locally but with imported content over this value.**

As the project progresses if any major contracts are to be awarded overseas that are not listed, please confidentially advise the Department of Commerce prior to finalisation of award.

|  |  |  |  |
| --- | --- | --- | --- |
| **Package/contract description** | **Estimated value ($AUD)** | **Reasons for overseas source** | **Have you tested the local market? Are you satisfied that there is no competitive local source?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | $ |  | |

1. **Please list any goods and services (not listed above) that the head contractor considers may be contestable (see definition in Part G) and where the outcome, at this stage, is unknown.**

|  |  |
| --- | --- |
| **Package description** | **Estimated value ($)** |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**Part E Implementation and Reporting**

1. **Please provide the contact details of the person responsible for implementing and reporting on the IP Plan.**

Click here to enter text.

1. **Please describe what training and or instruction will be provided to the project’s procurement team on the objectives of the IP Plan and any requirements when procuring goods and services?**

Click here to enter text.

1. **Please list at least three actions made in this IP Plan (from section C) that will be undertaken to provide local businesses with full, fair and reasonable opportunity through the supply chain.**
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.

Please note, you will be required to report on the above in six monthly intervals.

1. **Reporting on the implementation of this IP Plan should occur every six months from the date of the submission of the final IP Plan. Please complete the below reporting schedule.**

Click here to enter a date.

Click here to enter a date.

Click here to enter a date.

Click here to enter a date.

Click here to enter a date.

**Notes on reporting**

* A template is available from the Department of Commerce.
* It may be necessary for the head contractor to collect information from suppliers on the levels of local content contained within the contract.
* These reports should reflect commitment or actual expenditure on all contracts or suppliers greater than $100,000.
* The reports should also reflect any commitments made in the IP Plan (summarised in question 28).

**Part F Declaration**

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

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

**I agree to notify the Department of Commerce if the person nominated in this Industry Participation Plan changes.**

| **Signature:** |  |
| --- | --- |
| **Position:** | Provide position title |
| **Date:** | Click here to enter a date. |

**Part G Definitions**

**Local Content:** The term local content is referred to as a measure of the portion of a product or service remaining after the cost of the international content (excluding New Zealand) is subtracted. Local content is generally expressed as a percentage of the total content.

For example, a head contractor may purchase chairs for the fit out of a classroom. The chairs are purchased from an Australian business that imports the timber from overseas but manufactures the chairs locally. The percentage of local content is calculated by the cost the head contractor pays for the chairs minus the cost of the imported components. In this example, the estimated local content may be 80%.

As a second example, the head contractor may purchase chairs from an Australian business that acts as a distributer for an overseas manufactured product. The Australian content would be very low (likely less than 10%) and may include any Australian duties, profit, transportation and delivery, and warehousing costs.

**Local Business:** A business that is located in Australia andmanages the contract from the Australian office.

**Full, fair and reasonable:**

**Full:** Australian 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 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 our Australian industry and are structured in such a way as to provide Australian industries the opportunity to participate in projects.

**Building Training Policy:** The State Government is aiming to increase the overall numbers of apprentices and trainees in the building and construction industry through the requirement for government building, construction and maintenance contractors to commit to meet or exceed a target training rate. For further information see the Department of Training and Workforce Development website.

**Contestable:** Situations in which local businesses have the capability to provide goods or services for the Head Contractor, but the nature of the contract may mean an overseas supplier is in competition with a local supplier. For example, an IT support contract can be undertaken from within Australia; however, it also could potentially be undertaken overseas making it a contestable contract. In contrast, a contract to maintain electrical poles would unlikely be awarded to an overseas supplier as a company would need to be on location in order to complete the service.

**Head contractor:** For this document, the term is used to denote the primary entity responsible for procurement.