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| This template is specifically designed for **SAHA-81-1 Pre-qualifications Supplier Panel Updated 2023.**  Guiding documents including the South Australian Industry Participation Policy, Procedural Guidelines and Frequently Asked Questions are available at <http://www.saipp.sa.gov.au>.  Please ensure that in answering each question, specific commitments are included that will be delivered as part of this contract. Company policy can demonstrate experience in deliver similar outcomes, but the Industry Advocate is particularly interested in labour and supply outputs being delivered by South Australian based businesses.  The Industry Advocate, under the functions of the *Industry Advocate Act 2017* has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.  If you need assistance completing the Industry Participation Plan, please contact the Office of the Industry Advocate on (08) 8226 8956 or email: [oia@sa.gov.au](mailto:oia@sa.gov.au).  ***Please note: This document is invalid without the Industry Advocate’s signature.***  **INDUSTRY ADVOCATE APPROVAL** **DATE 27 February 2023** |

# General Administration

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| **Business Name** |  | **Project Manager** | |  | | |
| **Telephone** |  | **Email** |  | | | |
| **Tender Title** | |  | | | | |
| **Responsible Government Agency** | |  | | | | |
| **Does your business meet the definition of a South Australian business?**  *A business is a South Australian business in relation to a procurement if the business operates in South Australia and more than 50% of the workforce delivering the contract resulting from the procurement on behalf of the business are residents of South Australia.* | | | | | YES | NO |
| **Does your business meet the definition of a South Australian Aboriginal business?** \*Refer to [SAIPP Procedural Guidelines](https://www.industryadvocate.sa.gov.au/documents/SAIPP-Procedural-Guidelines-1-January-2023-V2-24.2.2023.pdf) definitions | | | | | YES | NO |

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| **Declaration**  As a duly authorised officer of the Business, I am familiar with the South Australian Industry Participation Policy, Procedural Guidelines, *Industry Advocate Act 2017* and the business’s responsibilities under this policy.  If awarded the contract for which this Industry Participation Plan has been prepared, the Business will:   * Meet the commitments given in this or an amended Industry Participation Plan * Report against the commitments in this Plan to the Industry Advocate, as required in the IP Plan Reporting arrangement using the IPP Report template available at [industryadvocate.sa.gov.au](http://www.industryadvocate.sa.gov.au). * Meet with the Industry Advocate or his representative to review how this Industry Participation Plan is being implemented and advanced, upon request from the Industry Advocate. * If during the term of the contract there are circumstances outside the control of the participant that affect the ability of the participant to deliver the commitments in this  Industry Participation Plan, the participant must submit a formal rectification plan in writing to the Industry Advocate. The rectification plan must maintain the intent and deliverables of the Industry Participation Plan for the duration of the Contract. The rectification plan must be approved by both the Principal and the Industry Advocate. * **Note that the Industry Advocate reserves the right to negotiate and/or clarify commitments in this plan prior to finalisation of the contract.** | | | |
| Signature: |  | Date: |  |
| Name (print): |  | Position: |  |
| **NOTE: Your Business is expected to monitor and report against the commitments outlined in the following plan.** | | | |

***Guidance Note:*** *It is important that you complete all sections in this template, even if you believe you are repeating information contained in the rest of your tender response. The officers evaluating your Industry Participation Plan may not have access to your full tender response and may only be able to award you marks for the information you provide in this plan.*

**BACKGROUND:**

The South Australian Industry Participation Policy (SAIPP) establishes the framework by which capable South Australian enterprises are given full, fair, and reasonable opportunity to tender and/or participate in government contracts.

An important function in the *Industry Advocate Act 2017* is to build capability and capacity of businesses based in South Australia to participate in government contracts.  A key aspect of this objective is the transfer of skills and knowledge to South Australian employees and sub-contractors.

The Industry Advocate supports the Government’s long-term objective of building resilience into the supply chains of Government contracts. Resilience in supply chains can be achieved in many ways from diversifying the supplier base to utilising innovation and technology to improve productivity.

The Aboriginal economic participation section of the SAIPP is to increase the level of South Australian Aboriginal business engagement and participation through employment and economic opportunities arising out of Government’s expenditure.

Industry Participation Plans (IPPs) are used to measure the economic contribution to the State or region through three key indicators, namely labour, supply inputs and capital associated with the contract.

**PROCESS:**

* + **Stage 1 - Statement of Intent**

Businesses will be required to submit a Statement of Intent approved by the Industry Advocate which will form Stage 1 of the industry participation process.

The information provided will be used to benchmark the economic benefit from transactions arising from the panel arrangement at Stage 2.

* + **Stage 2 - transactions arising from the panel arrangement.**

Between $55,000 and $550,000 – an Industry Advocate Outcome Checklist must be completed by the public authority and a copy provided to the Industry Advocate on request.

Above $550,000 - An approved Industry Participation Plan must be completed by the supplier with a minimum 15% weighting for industry participation within the evaluation criteria.

The terms contained within this Document are intended to form the basis for commitments prior to the finalisation of IPPs.

The Industry Advocate, under the functions of the *Industry Advocate Act 2017* has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

***If any of the following questions do not apply to your submission, please select – No***

**SECTION A: LABOUR AND SOURCING FROM SOUTH AUSTRALIA**

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| The purpose of this section is to measure the potential economic benefit to the State through the use of labour and supply inputs (e.g. products, supplies, and subcontracts) sourced from within South Australia or one of the States regions.  The South Australian Industry Participation Policy (SAIPP) establishes a framework for assessing the economic benefit of a procurement to the State. |

The following questions establish your intentions through the delivery of this contract:

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| --- | --- |
| **A1.** Will you be creating new jobs in South Australia over the life of the contract? | **Yes**  **No** |
| **A2.** Will you be retaining positions in South Australia as result of the contract? | **Yes**    **No** |
| **A3.**Will more than 50% of the workforce delivering the contract be residents of South Australia. | **Yes**    **No** |
| **A4.** Will more than 70% of suppliers or sub-contractors used to deliver the contracts be South Australian based businesses? | **Yes**    **No** |
| **A5.** Will you only use South Australian project managers, architects, designers, engineers, surveyors, planners and other professional services providers (where and if required)? | **Yes**    **No**  **N/A** |

**SECTION B: INVESTMENT IN SOUTH AUSTRALIA**

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| The Participant may be asked in a future Industry Participation Plan to estimate the investments located or to be located permanently in South Australia to deliver the contract and assess how such investment provides a tangible benefit to the sector and the State. |

The following questions establish your intentions through the delivery of this contract:

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| **B1.** Will the Participant (or does the Participant currently have) investment/s in plant and equipment permanently located in South Australia? | **Yes**  **No** |
| **B2.** Will the Participant (or does the Participant currently have) an office, warehousing or other facilities permanently located in South Australia? | **Yes**  **No** |
| **B3.** Will the Participant (or does the Participant currently have) have a program for the training and skills development of South Australian employees either direct or indirectly employed? | **Yes**  **No** |

**SECTION C: SOUTH AUSTRALIAN ABORIGINAL ECONOMIC PARTICIPATION**

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| The SAIPP incorporates Aboriginal economic participation objectives with the aim to improve the level of Aboriginal people’s participation in, and benefit from, employment and economic opportunities arising out of Government’s expenditure.  The Participant may be asked in a future Industry Participation Plan to indicate how they will involve and engage local South Australian Aboriginal businesses and South Australian Aboriginal people in the delivery of this contract. |

The following questions establish your intentions through the delivery of this contract:

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| **C1.** Will the Participant seek to include South Australian Aboriginal businesses in the supply chain of this project? | **Yes**  **No** |
| **C2.** Will the Participant seek to employ South Australian Aboriginal people as part of the workforce to deliver the contract? | **Yes**  **No** |
| **C3.** Will the Participant develop strategies for the retention and skill development of an Aboriginal workforce during delivery of this contract**?** | **Yes**  **No** |

**SECTION D: APPRENTICESHIPS AND TRAINEES**

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| The contract can provide further opportunities for a contractor to support new, or the continuation of, existing traineeships, apprenticeships and cadetships.  The Participant may be asked in a future Industry Participation Plan to detail proposed engagement and support of trainees, apprentices and/or cadets (either directly or through a Group Training Organisation Schemes (GTOs)). |

The following questions establish your intentions through the delivery of this contract:

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| **D1.** Does the Participant currently have trainees or apprentices located in South Australia? | **Yes**  **No** |
| **D2.** Will the Participant engage new trainees or apprentices to be located in South Australia? | **Yes**  **No** |
| **D3.** If answer was yes to question above, please indicate the number of new trainees or apprentices that are likely to be engaged. | **Number:** |