*Australian Jobs Act 2013*

Compliance Report – Project Phase

Project name

Project registration number

<Reporting period start> to <Reporting period end>

|  |
| --- |
| **This template is for project proponents to report on implementation of Part B of their Australian Industry Participation plan under the *Australian Jobs Act 2013.*** |

## Compliance Report Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being an authorised person for the nominated project proponent, declare that:

The information contained in this Compliance Report, together with any statement attached is true, accurate and complete to the best of my knowledge.

The activities detailed in the approved Australian Industry Participation (AIP) Plan are being implemented to meet the key objectives of the *Australian Jobs Act 2013* (the Act). Where other project proponents have undertaken activities for the Project they have complied with the AIP Plan. Evidence of this compliance is contained in the Compliance Report.

**I acknowledge and agree that:**

1. The Australian Industry Participation Authority (‘AIP Authority’) may request further information in relation to the Compliance Report. I agree to comply with all requests made by the AIP Authority for information.
2. Information collected or provided to the AIP Authority is “protected information” as defined under the Act. The use and disclosure of protected information is governed by Part 9 of the Act.
3. The AIP Authority will collect and use information, including personal information, supplied in connection with the Project, AIP Plan and Compliance Reports for the purposes of:
	1. meeting the objectives and requirements of the Act*;*
	2. program evaluation and monitoring;
	3. policy research, evaluation and development;
	4. providing information to the public and industry to assist and improve the participation of Australian entities; and
	5. as may be otherwise authorised or required by law.
4. The AIP Authority is required to comply with the *Privacy Act 1988*. Further information about how the AIP Authority collects, uses and disclose personal information is available in the Department of Industry, Science, Energy and Resources Privacy Policy.
5. Giving false or misleading information to the Commonwealth is an offence under the *Criminal Code Act 1995*.

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

Project proponent details

Are the project proponent details at A.1 of the approved AIP plan still current?

[ ]  Yes

[ ]  No

| Advise any project proponent changes here |
| --- |

Project Update

Provide an update on the progress of the project for the reporting period. Include any changes to the project details set out in section A.2 of the approved AIP plan. You (the Project Proponent) may also provide an indication of the expected progression over the next six months.

| Provide an update on the progress of the project |
| --- |

Australian Industry Participation

### AIP plan implementation

Provide responses where indicated on how you implemented each section of Part B of your AIP plan for the project during the reporting period. You will need to attach evidence to support your responses where indicated.

Where you are acting as the procurement entity for the project, provide information on what you have done against the relevant sections.

If you have not undertaken any AIP plan implementation activities during the reporting period provide reasons below:

| Advise reasons for no AIP plan implementation activities here |
| --- |

### B.1.1 – Project contact officer for supplier enquiries details

Are the project contact officer for supplier enquiries details still current?

[ ]  Yes

[ ]  No

| Advise any changes here |
| --- |

### B.1.2 – AIP plan Part B implementation officer details

Are the AIP plan Part B implementation officer details still current?

[ ]  Yes

[ ]  No

| Advise any changes here |
| --- |

### B.1.3 – Procurement entity contact officer

| Enter information on how you ensured your procurement entities appointed contact officers and published their details as described in B.1.3 of your AIP plan |
| --- |

### B.2.1 – List of key goods and services

Is the list of key goods and services still current?

[ ]  Yes

[ ]  No

| Advise any changes here |
| --- |

### B.2.2 – Explanation for no opportunities for Australian entities

Are the explanations still current?

[ ]  Yes

[ ]  No

[ ]  Not applicable

| Advise any changes here |
| --- |

### B.2.3 – Maintain understanding of capability of Australian entities

| Enter information on how you ensured procurement entities obtained and/or maintained understanding of Australian entities’ capability as detailed in B.2.3 of your AIP plan |
| --- |

### *Attach evidence such as vendor identification agency contract*

### B.2.4 – Project standards

| Enter information on how you ensured the project standards detailed in B.2.4 of your AIP plan were implemented and/or maintained across the project |
| --- |

### *Attach evidence such as procurement package information showing applicable standards*

### B.3.1 – Proponent/project website

Is the proponent/project website still current?

[ ]  Yes

[ ]  No

| Advise any changes here |
| --- |

### *Attach evidence such as website screenshots*

### B.3.2 – Project opportunities website

Is the project opportunities website still current?

[ ]  Yes

[ ]  No

| Advise any changes here |
| --- |

### *Attach evidence such as website screenshots*

### B.3.3 – Procurement entity website

| Enter information on how you ensured procurement entities published on a public website the information as required in B.3.3 of your AIP plan |
| --- |

### B.4.1 – Communication actions

| Enter information on how you undertook the engagement and communication actions detailed in B.4.1 of your AIP plan |
| --- |

### *Attach evidence such as supplier briefing presentations*

### B.4.2 – AIP training

| Enter information on how you undertook the AIP training activities detailed in B.4.2 of your AIP plan |
| --- |

### *Attach evidence such as AIP training material*

### B.4.3 – Pre-qualification requirements

| Enter information on how you ensured procurement entities published their pre-qualification requirements as detailed in B.4.3 of your AIP plan |
| --- |

### B.4.4 – Equal bid timeframes

| Enter information on how you ensured procurement entities provided equal timeframes for all entities to respond to requests for bids as detailed in B.4.4 of your AIP plan |
| --- |

### *Attach evidence such as tender information*

### B.5.1 – Australian entity capability and capacity development

| Enter information on how you undertook the capability development activities detailed in B.5.1 of your AIP plan |
| --- |

### *Attach evidence of development activities*

### B.5.2 – Global supply chain integration

| Enter information on how you undertook the integration activities detailed in B.5.2 of your AIP plan and any outcomes achieved for Australian entities |
| --- |

### *Attach evidence of integration activities*

### B.5.3 – Feedback to Australian entities

| Enter information on how you ensured procurement entities provided feedback to unsuccessful Australian entities as detailed in B.5.3 of your AIP plan  |
| --- |

### *Attach evidence such as feedback invitation letters*

### B.6.1 – Records and evidence

Have you collected evidence in support of your AIP implementation activities?

[ ]  Yes

[ ]  No

| Enter reason for ‘No’ response here |
| --- |

### B.6.2 – Procedures and resources

Are the procedures and resources to support implementation of the AIP plan still current?

[ ]  Yes

[ ]  No

| Advise any changes here |
| --- |

### B.6.3 – Procurement entity compliance

| Enter information on the steps you undertook to ensure your procurement entities complied with the AIP plan as detailed in B.6.3 of your AIP plan  |
| --- |

### *Attach evidence such as AIP contract clauses*

### Promotion of AIP plan and/or Australian suppliers

If you and/or your procurement entities have prepared any case studies, press releases or publications, or otherwise publicised the AIP plan or Australian entities supplying to the project, provide details in the table below.

| Provide details of any case studies, press releases or publications here |
| --- |

### Upcoming AIP Activities

Provide details of any upcoming AIP activities to be undertaken by you and/or your procurement entities to continue the implementation of your AIP plan in the next reporting period.

| Details of upcoming AIP activities can be provided here |
| --- |

Procurement of Key Goods and Services

### Sourcing Decisions during the period

In the table below provide details on the key goods and services that were purchased by you, or your procurement entities, during the reporting period.

| **Contract description**  | **Standards used** | **Name and Location of winning bidder** | **Procurement entity** | **Category of contract\*** | **Percent Australian content** | **Comment on why an Australian entity was not successful** | **Is the winning bidder new to your supply chain?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| List contract 1 here | Insert standards here | Provide name and location of successful bidder here | If applicable, provide procurement entity here | List contract category here | Provide per cent Australian content here | If applicable, provide comments here | Yes/No |
| List contract 2 here |  |  |  |  |  |  |  |
| List contract 3 here |  |  |  |  |  |  |  |
| List contract 4 here |  |  |  |  |  |  |  |
| List contract 5 here – Add more rows as required |  |  |  |  |  |  |  |

\* Category of contract

| **Category** | **Contract value** |
| --- | --- |
| A | Contracts >=$1 million <=$5 million |
| B | Contracts >$5 million <=$25 million |
| C | Contracts >$25 million <=$100 million |
| D | Contracts >$100 million <=$500 million |
| E | Contracts >$500 million |

### Supplier Performance

Provide details of any strengths and weaknesses of Australian industry capability and/or capacity and general competitiveness you have identified through the undertaking of your project. This information will help the AIP Authority to work with Government Agencies and Australian entities to improve the capability and competitiveness of Australian industry.

| Details of the strengths and weaknesses of Australian entities can be provided here |
| --- |

### Ongoing Commitment Summary

In the table below provide the cumulative commitments you have made to Australian entities and non-Australian entities for the project.

|  |  | **Commitments $AUD million**  |  |
| --- | --- | --- | --- |
| **Period** | **Total** | **Australian entities** | **Non-Australian entities** |
| **Cumulative to** insert date**\*** | Provide the cumulative total prior to the reporting period here | Provide the cumulative total for Australian entities prior to the reporting period here | Provide the cumulative total for non‑Australian entities prior to the reporting period here |
| **Reporting period commitments** | Provide the total for the reporting period here | Provide the total for Australian entities for the reporting period here | Provide the total for non‑Australian entities for the reporting period here |
| **Cumulative to** insert date | Provide the cumulative total, including the reporting period, here | Provide the cumulative total for Australian entities, including the reporting period, here | Provide the cumulative total for non‑Australian entities, including the reporting period, here |

\*Cumulative commitments up to the beginning of the current reporting period

### Adjustments to Previously Reported Project Commitments

Detail any adjustments made to previously reported commitments reported in the table above.

| Provide details of any adjustments made to previously reported commitments here |
| --- |

### Forecast Major Contracts

In the table below provide details on the key goods and services that are likely to be purchased by you and/or your procurement entities, during the next reporting period.

| **Contract description**  | **Anticipated contract value#** | **Likely supplier location** |
| --- | --- | --- |
| Upcoming major contract 1 can be listed here | Value categories of upcoming major contracts can be provided here | An indication of whether likely suppliers are expected to be Australian or non‑Australian entities can be provided here |
| Upcoming major contract 2 |  |  |
| Upcoming major contract 3 |  |  |
| Upcoming major contract 4 – Add more rows if required |  |  |

# Anticipated contract value

| **Category** | **Contract value** |
| --- | --- |
| A | Contracts >=$1 million <=$5 million |
| B | Contracts >$5 million <=$25 million |
| C | Contracts >$25 million <=$100 million |
| D | Contracts >$100 million <=$500 million |
| E | Contracts >$500 million |