



# South Australian Industry Participation Policy

## Reporting Guidelines

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## Contractor Reporting Requirements

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### 1.1 South Australian IPP Plan Reporting

Agencies and private parties contracting to the Government of South Australia are required to comply with the South Australian Industry Participation Policy (SAIPP) and the supporting procedural and reporting requirements.

Reporting on IPP Plan commitments is to be included as a contractual requirement for all Government procurement where an IPP Plan has been submitted during the tender process. Reporting will compare actual activities with the actions identified in the tenderer's IPP Plan, as well as identify the source and cost of major items purchased to service the contract. A template has been prepared to assist contractors – please refer to the related documents listing at the end of these guidelines.

For all contracts where an Industry Participation Plan is required reporting is to occur at least **bi-annually** and at the completion of the contract.

The Industry Advocate may require variations to the standard reporting requirements. Reports are to be provided to the Office of the Industry Advocate (OIA) in line with contract conditions.

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### 1.2 Reporting requirements:

All Industry Participation Plan reporting requirements will be via an online template established by the Office of the Industry Advocate.

Reporting on commitments in an Industry Participation Plan will be submitted to the Industry Advocate using the IP Plan Report template available at <https://industryadvocate.sa.gov.au>

## Contact

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### Office of the Industry Advocate

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