**STANDING EXEMPTION APPLICATION LETTER**

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| [your ref][date]Ms Linda Dawson, Deputy Director General, Industry, Science and InnovationAs Delegated Authority for the Minister for State Development, Jobs and TradeDepartment of Jobs, Tourism, Science and Innovationindustrylink@jtsi.wa.gov.au Dear Ms Dawson**Standing Exemption Application from the requirement for a Participation Plan under the Western Australian Industry Participation Strategy.**[Insert your agency’s name] is seeking a standing exemption from the requirement to include a participation plan in tender documentation. The standing exemption is a frequent or repeated procurement which would clearly meet the requirements for an individual exemption. Approval of the standard exemption would remove the requirement for repetitive single exemption participation plan but continue to require exemption reporting on an individual project basis in the WAIPS Portal. The details of the standing exemption are: * The procurement includes [briefly detail the procurement].
* The following types of procurement would be included:
	+ [name of the goods and services] has an estimated yearly/total value of $[amount].
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* The type of exemption being applied for is: [Must be performed in WA where the estimated local participation is 90% or greater/Must be performed overseas where the acquisition or service is 90% or greater of the estimated contract value/Sensitive or secretive goods or services/Sole Source/Common Use Arrangement/Agency Panel Arrangement/Unique Circumstances].
* The evidence or research that supports the type of exemption is [detail the justification for the type of exemption].
* The anticipated start date for the standing exemption is [date] and the anticipated end date is [date].
* To facilitate exemption reporting, each individual standing exemption under this standing exemption will be recorded by the agency in the WAIPS portal.
* An exemption report will be provided at the conclusion of each individual standing exemption. These reports will be submitted through the WAIPS Portal.

If there are any queries, or if you require any further information, please contact Contract Specialist, [insert name, telephone and email address of relevant Contract Specialist for the tender].Yours sincerely[signed by delegated authority][Signatory Name][Position Title][Agency Name]As the Delegated Authority  |