**WESTERN AUSTRALIAN**

**INDUSTRY PARTICIPATION STRATEGY**

PARTICIPATION PLAN EXEMPTION REPORT

for

Common Use Arrangements and Agency Panel Contracts

**Purpose**: This document is for reporting aggregated employment, training and sourcing outcomes against exempted Western Australian Industry Participation Strategy (WAIPS) Common Use Arrangements (CUAs) and Agency Panel Contracts.

Information contained in this report may be used or disclosed by the procurement agency for the supply (each as defined in the *Western Australian Jobs Act 2017* or the State for the legitimate purposes of or relating to government or the business of government. This may include, without limitation, the disclosure of some or all of this information by the Minister responsible for the *Western Australian Jobs Act 2017* or the Minister responsible for the procuring agency to the Parliament of Western Australia or otherwise in connection with the performance of their functions or the discharge of their duties.

|  |
| --- |
| **Reporting Frequency**  For contracts less than 12 months in duration, a single report is required for the period from the date of contract commencement to the date of practical completion.  For contracts greater than 12 months in duration, reporting is required as follows:  Year 1 – From the date of scheduled contract commencement to the date of the first anniversary of scheduled contract commencement.  Year 2 - From the date of first anniversary of scheduled contract commencement to the date of the second anniversary of scheduled contract commencement.  ….… and so on.  Final Year – from the date of the anniversary of scheduled contract commencement for that year to the date of Practical Completion. |

**Contractor Instructions**

The panellist should complete and submit this report to the Contract Administrator of the procuring agency within a two month timeframe of the end of the respective reporting period.

**Agency Instructions**

Ensure each panellist provides a report that has been completed in full and is signed. The agency then aggregates the workforce and training data and provides an average on sourcing. The agency will then email the consolidated report to [industrylink@jtsi.wa.gov.au](mailto:industrylink@jtsi.wa.gov.au) .

**CUA / Agency Panel Contract details:**

1. **Contract Title:** Click here to enter text.
2. **Contract Reference Number:** Click here to enter text.
3. **Contract Administrator:** Click here to enter text.
4. **Contract Award Date:** Click here to enter a date.
5. **Report date:** Click here to enter a date.

**CUA / Agency Panel Supplier details:**

1. **Business Name:** Click here to enter text.
2. **Contract Manager:** Click here to enter text.
3. **Contact phone number:** Click here to enter text.
4. **Contact email:** Click here to enter text.
5. **Business Address:** Click here to enter text.

**CUA / Agency Panel Supplier details:**

1. **Business Name:** Click here to enter text.
2. **Contract Manager:** Click here to enter text.
3. **Contact phone number:** Click here to enter text.
4. **Contact email:** Click here to enter text.
5. **Business Address:** Click here to enter text.

**CUA / Agency Panel Supplier details:**

1. **Business Name:** Click here to enter text.
2. **Contract Manager:** Click here to enter text.
3. **Contact phone number:** Click here to enter text.
4. **Contact email:** Click here to enter text.
5. **Business Address:** Click here to enter text.

(Include further CUA / Agency Panel Supplier details as required)

**CUA / Panel Supplier & Subcontract Workforce**

**Workforce:** Means the total number of workers (head count not Full Time Equivalents) employed on a contract.

**Important:** All table cells need to be completed. Enter a whole number or zero (0) for the elements that are Not Applicable.

1. **For this CUA / panel contract only, please provide the number of your company’s own workforce (ie. Not subcontracted) that was employed in delivering this contract to date\*.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Direct Workforce** | **WA (metro)** | | | **WA (regional)** | | | **Other Australian States, Territories and New Zealand** | **Overseas** |
| **Gender** | **M** | **F** | **O** | **M** | **F** | **O** | **All** | **All** |
| **Excluding Apprentices & Trainees** |  |  |  |  |  |  |  |  |
| **Apprentices & Trainees** |  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |  |

\*See definition of terms

1. **For this CUA / panel contract only, please provide the number of subcontractor workforce employed by your company to deliver this contract to date.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subcontractor Workforce** | **WA (metro)** | | | **WA (regional)** | | | **Other Australian States, Territories and New Zealand** | **Overseas** |
| **Gender** | **M** | **F** | **O** | **M** | **F** | **O** | **All** | **All** |
| **Excluding Apprentices & Trainees** |  |  |  |  |  |  |  |  |
| **Apprentices & Trainees** |  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |  |

1. **As a percentage figure, please provide a breakdown by location (ie. WA Metro, WA Regional, Other Australian states & New Zealand, and Overseas) of the total contract spend to date.**

|  |  |  |  |
| --- | --- | --- | --- |
| **WA (Metro %)** | **WA (Regional %)** | **Other Australian States, Territories and New Zealand ( % )** | **Overseas (%)** |
|  |  |  |  |

**(Note: The sum of all 4 cells in the table above should equal 100. Do not leave any cells blank.)**

**Gender - M** = Male  **F** = Female **O** = All other individuals categorized, either by themselves or by society, as neither male nor female. **All =** all genders combined.

**Declaration**

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

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

**Definition of terms**

**Aggregated workforce:** The total workforce employed from all procurements made during the reporting period from the CUA/Panel arrangement.

**Apprentices:** People undertaking an approved structured employment based training program (apprenticeship) under a registered training contract that leads to a nationally recognised qualification.

**Common Use Arrangement (CUA):** a whole of government standing offer arrangement for the provision of specific goods or services commonly used within government. CUAs are aggregated supply arrangements that enable a public authority to source goods or services. [Source: Department of Finance website]. The Department of Finance is the owner of all CUAs.

**Metro:** all areas that are located outside of ‘Regional’. Refer to the definition of ‘Regional’ below.

**Panel Contract**: (may also referred to as a panel arrangement) a contractual arrangement with more than one supplier to supply goods and/or services. Often a standing offer with agreed rates but without guaranteed volumes.

**Regional:** As prescribed in the [*Regional Development Commissions Act 1993*](https://www.slp.wa.gov.au/statutes/swans.nsf/(DownloadFiles)/Regional+Development+Commissions+Act+1993.pdf/$file/Regional+Development+Commissions+Act+1993.pdf), Schedule 1 – Regions defined by reference to districts.

**To date:**  Means from the award date of the contract to the report date specified in this report.

**Trainees:** People undertaking an approved structured employment based training program (traineeship) under a registered training contract that leads to a nationally recognised qualification.

**Workforce:** Means the total number of workers (head count not FTEs) directly employed on a contract. This encompasses full-time, part-time, casual employees, apprentices and trainees, workers engaged through labour hire arrangements and other employer supported employment initiatives such as cadetships and internships.