**WESTERN AUSTRALIAN**

**INDUSTRY PARTICIPATION STRATEGY**

GRANT REPORT

**Purpose:** This document is designed for reporting of employment, skilling and sourcing outcomes at the conclusion of a grant funded project, under the Western Australian Industry Participation Strategy (WAIPS). WAIPS applies to those state agency grants that are for the purposes of the construction or refurbishment of capital infrastructure or facilities exceeding $5 million (including GST).

Please note, this form is not to be used for reporting on WAIPS contracts, Common Use Arrangements or 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.

**Grant Recipient Instructions**

Complete and submit this report to the procuring agency within a two month timeframe after practical completion of the grant funded project.

**Agency Instructions**

Ensure the contractor provides a report that has been completed in full and is signed. Then email this report to industrylink@jtsi.wa.gov.au .

**Grant Recipient details:**

1. **Business Name:** Click here to enter text.
2. **Grant Recipient 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.

**Grant Project details:**

1. **Grant Project Title:** Click here to enter text.
2. **Grant Project Reference Number:** Click here to enter text.
3. **Grant Project Procuring Agency:** Click here to enter text.
4. **Total Grant Project Value (including GST):** Click here to enter text.
5. **Grant Project Commencement Date:** Click here to enter a date.
6. **Grant Project Completion Date:** Click here to enter a date.
7. **Date of this Report:** Click here to enter a date.

**Supplier/Subcontractor Workforce**

**Workforce:** Means the total number of workers (head count not FTEs) directly employed on a contract

**Important:** All table cells need to be completed. Enter a numerical value or a zero for the elements that are Not Applicable.

1. **For this project only, please provide the number of your company’s own workforce (ie. not subcontracted) that was employed in delivering this project.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |  |  |  |  |  |  |  |  |

1. **For this project only, please provide the number of subcontractor workforce employed by your company to deliver this project.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subcontract 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 project spend to date.**

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

**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 Grants 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**

**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’.

**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/%28DownloadFiles%29/Regional%2BDevelopment%2BCommissions%2BAct%2B1993.pdf/%24file/Regional%2BDevelopment%2BCommissions%2BAct%2B1993.pdf), Schedule 1 – Regions defined by reference to districts.

**Report date:** The date of the final report. This will typically be the date of practical completion.

**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.