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STATE GOVERNMENT AGENCY ANNUAL REPORTING TEMPLATE

**Government building training policy**

Each year State Government contracting agencies are required to report their implementation of the *Government building training policy* over the financial year in their annual report. This information is obtained from the *total training rate reports* submitted by head contractors for that financial year.

Information for building and construction projects and maintenance projects within the scope of the policy must be shown separately.

The information outlined in the table below must be provided in the annual report:

**Contracts in scope of the Government building training policy in the financial year**

|  |  |
| --- | --- |
| **Measure** | **Number of contracts** |
| **Awarded** |  |
| **Reported on** |  |
| * Commenced reporting |  |
| * Continued reporting from previous financial year |  |
| **Target training rate** |  |
| * Met or exceeded |  |
| * Did not meet |  |
| * Granted a variation |  |

Where a variation has been approved, the information outlined in the following table must also be provided in the annual report:

**Variations to the target training rate approved in the financial year**

|  |  |  |
| --- | --- | --- |
| **Contract name/ contract number** | **Amended target training rate** | **Reason for the variation** |
|  |  |  |
|  |  |  |

Please forward a copy of the information provided in your annual report to the Department of Training and Workforce Development via email by **30 September**.

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**Further information on the GBT policy is available at:**

Telephone: (08) 6551 5607

Email: [policy.gbt@dtwd.wa.gov.au](mailto:policy.gbt@dtwd.wa.gov.au)

Website: [dtwd.wa.gov.au](http://www.dtwd.wa.gov.au)