

**EMAIL TEMPLATE for head contractors to send to subcontractors to collect information for Priority Start reporting in lieu of the EXCEL subcontractor reporting template**

Dear <subcontractor>

We are required to report to the State Government on how we (and our subcontractors) are meeting our commitment to training on the <Head contractor: insert name of contract> project. This is a contractual requirement for us, and one we must also pass down to our subcontractors (and you onto your subcontractors if applicable).

All contractors working on the contract are required to report their entire WA in-scope construction trades workforce (including apprentices and trainees) figures for the full 12-month period (as indicated below) during which the company was working on the project. (Note: this period may be less if it is the first or last report for the contract).

To find out which workers and apprentices/trainees are included in the reporting, please see the in-scope lists under *Useful Resources* at [Priority Start Policy | Department of Training and Workforce Development](#)

In order for us to complete the required report, can you please provide the following information in relation to the reporting period: <head contractor: insert applicable period, either:

- 1 July 202x- 30 June 202x; or
- 12 month period from <insert contract award date>; or
- <insert last report date> to <insert contract completion date>

<b>Business/ trading name</b>	
<b>Legal name</b>	
<b>ABN</b>	

**1) For the 12 month period advised above, please provide the number of in-scope construction workers and apprentices/trainees employed in WA (NOT just on this project) as follows:**

	<b>Type of construction trades worker</b>	<b>No. of workers</b>
a)	In-scope <b>apprentices/trainees employed directly</b> by your company	x
b)	In-scope <b>apprentices/trainees engaged via a group training organisation/skill/labour hire company</b>	x
c)	All <b>other in-scope construction trades workers employed directly</b> by your company (as a rule, this will generally include most of your blue collar workers through to your site supervisors – <i>refer to the in-scope worker list at the web link above</i> )	x
d)	All <b>other in-scope construction trades workers engaged via a skill/labour hire company</b>	x
	<b>Total in-scope construction trades workers (a+b+c+d)</b>	

**PLUS**

**2) If you have subcontractors working for you on this project, then please provide the same information as above for each of these subcontractors, and for any subsequent level of subcontractor they engage.**

<b>Business name:</b>	
<b>Trading name:</b>	
<b>ABN:</b>	
<b>Subcontracted by:</b>	<i>(provide subcontractor name to which the company is engaged)</i>

Type of construction trades worker		No. of workers
a)	In scope <b>apprentices/trainees employed directly</b> by your company	x
b)	In scope <b>apprentices/trainees engaged via a group training organisation/skill/labour hire company</b>	x
c)	All <b>other in-scope construction trades workers employed directly</b> by your company (as a rule, this will generally include most of your blue collar workers through to your site supervisors – <i>refer to the in-scope worker list at the web link above</i> )	x
d)	All <b>other in-scope construction trades workers engaged via a skill/labour hire company</b>	x
<b>Total in-scope construction trades workers (a+b+c+d)</b>		

If you want to know more about this government policy and what your responsibilities are as a subcontractor, please visit <https://www.dtwd.wa.gov.au/prioritystart>; email [policy.prioritystart@dtwd.wa.gov.au](mailto:policy.prioritystart@dtwd.wa.gov.au) or phone 08 6551 5876.

Please note, you should keep the information provided and supporting evidence (for example, payroll records) for at least two years, as this may be required for Priority Start audits.

Regards

<Head contractor: insert head contractor contact details>