



FACT SHEET – STATE GOVERNMENT CONTRACTING AGENCIES AND GOVERNMENT TRADING ENTERPRISES

State Government agency requirements

All government agencies, as defined in Section 3 of the *Public Sector Management Act 1994*, are in scope of the *Priority Start policy*.

Under the policy, government trading enterprises are encouraged to also consider the policy when procuring relevant construction contracts.

Government contracting agencies must:

- include appropriate *Priority Start policy* information and clauses in relevant building, construction and maintenance tender and contract documents;
- submit the *Head contractor Priority Start report* for each in-scope contract to the Department of Training and Workforce Development (the Department) for verification each reporting period;
- manage head contractor compliance and non-compliance through contract management processes; and
- report their implementation of the policy to the Department using the *State Government agency annual reporting template*, available [on the Department's Priority Start website page at dtwd.wa.gov.au/prioritystart](http://dtwd.wa.gov.au/prioritystart).

The *State Government agency annual report* must be sent to the Department by **30 September each year**, via email to policy.prioritystart@dtwd.wa.gov.au.

The *Premier's Circular 2019/04* outlines government agency compliance requirements.

Monitoring head contractor compliance

Government contracting agencies are responsible for monitoring and reporting head contractor compliance with the *Priority Start policy*. To achieve this, government contracting agencies must:

- submit *Head contractor Priority Start reports* to the Department for verification. The Department will provide government contracting agencies with validated apprentice/trainee information and recalculated training rates;
- review the verified *Head contractor Priority Start reports*, in particular the training rates achieved, to assess compliance;
- provide the verified *Head contractor Priority Start reports* to head contractors, addressing any non-compliance; and
- apply sanctions for non-compliance if required.

Government contracting agencies are responsible for determining the appropriate sanction applied to head contractors for non-compliance with the policy, in accordance with their standard contract management process.

Auditing head contractor compliance

Government contracting agencies are required to audit head contractor compliance in accordance with the *Priority Start policy*.

The audit component will supplement the ongoing compliance checks. It will verify the information provided in the *Head contractor Priority Start report(s)* and check the reliability of processes and procedures used to implement the policy.