



FACT SHEET 5 – STATE GOVERNMENT 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*. (Priority Start) The *Premier's Circular 2021/16* outlines government agency compliance requirements. Under the policy, government trading enterprises are encouraged to also consider the policy when procuring relevant construction contracts.

Government contracting agencies must:

- include Priority Start clauses in relevant building, construction and maintenance tender and contract documents (contact the Department of Training and Workforce Development (the Department) for model clauses);
- submit the *Head contractor Priority Start report* for each in-scope contract to 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

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

Monitoring head contractor compliance

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

- collect *Head contractor Priority Start reports* from in scope contractors by the due date;
- 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;
- return 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 Priority Start.

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.