# STATE GOVERNMENT AGENCY ANNUAL REPORTING TEMPLATE

Each year, government contracting agencies and government trading enterprises applying the *Priority Start policy* are required to report their implementation of the policy over the financial year to the Department of Training and Workforce Development (the Department).

Please complete the tables below and forward the information to the Department via email at [policy.prioritystart@dtwd.wa.gov.au](mailto:policy.prioritystart@dtwd.wa.gov.au) **by 30 September**.

|  |  |
| --- | --- |
| Contracting agency details | |
| Agency name |  |
| Contact person |  |
| Position |  |
| Email |  |
| Telephone |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contract name** | Contract number | Target training rate:  -5%  -11.5%  - other (please indicate) | Number of apprentices/ trainees | Number of construction trades workers | Training rate achieved |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Sanctions

Please indicate if your agency has applied any sanctions against head contractors for non-compliance.

|  |  |
| --- | --- |
| **1. Contract name** |  |
| Contract number |  |
| Reason for the sanction(s) |  |
| Sanction(s) applied |  |
| **2. Contract name** |  |
| Contract number |  |
| Reason for the sanction(s) |  |
| Sanction(s) applied |  |

Please provide feedback on any other issues your agency has encountered in implementing the *Priority Start policy*.

|  |  |  |
| --- | --- | --- |
| **Agency authorisation** | | |
|  | | |
| Name:  Signed: | Position:  Date: |  |

**E:** [policy.prioritystart@dtwd.wa.gov.au](mailto:policy.prioritystart@dtwd.wa.gov.au)  
**W:** [dtwd.wa.gov.au/prioritystart](https://www.dtwd.wa.gov.au/prioritystart)

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