



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

BUILD A LIFE IN WA INCENTIVE TERMS AND CONDITIONS

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CONTENTS

1. BUILD A LIFE IN WA INCENTIVE 1

2. ELIGIBILITY FOR THE BUILD A LIFE IN WA INCENTIVE..... 1

2.1 General eligibility criteria..... 1

3. PAYMENTS..... 2

4. CLAIM PROCESS 3

Milestone 1..... 3

Milestone 2..... 3

5. TAXATION 3

5.1 Goods and Services Tax 3

6. DEBT MANAGEMENT 3

7. COLLECTION OF PERSONAL INFORMATION 3

7.1 Use of Personal Information 3

7.2 Disclosure of Personal Information 3

7.3 Management of Personal Information 4

8. REVIEW OF DECISIONS 4

8.1 Overview..... 4

8.2 Process for Review of Decisions..... 4

8.3 Notification of Outcome 4

9 DISCLAIMER INDEMNITY AND WARRANTY 5

10. CHANGES TO THE BUILD A LIFE IN WA INCENTIVE PROGRAM 5

11. AUDITS 5

12. STAKEHOLDER FEEDBACK..... 5

Appendix 1 – Approved Building and Construction Occupations 6

Appendix 2 – Milestone Claim Applications – Validation Checks 8

1. BUILD A LIFE IN WA INCENTIVE

The Build a Life in WA (BALWA) Incentive has been introduced to provide financial support of up to \$10,000 for skilled workers and building and construction professionals from other States and Territories in Australia, and New Zealand citizens to move to Western Australia to connect with employment opportunities in the Western Australian building and construction industry.

The BALWA is administered by the WA Department of Training and Workforce Development (DTWD) and commences on 1 January 2025 for a period of six months, or until all program places have been allocated.

By participating in the BALWA, applicants agree to comply with the Terms and Conditions. The Terms and Conditions, including all appendices hereto, together with any other documents having contractual force, shall constitute and be known as “this Agreement”. Please note that terms used in one document and expressly or impliedly defined in another shall have the meanings ascribed to them in that other document.

2. ELIGIBILITY FOR THE BUILD A LIFE IN WA INCENTIVE

The BALWA is available to building and construction professionals and tradespeople residing in Australian States and Territories other than Western Australia, who meet the following eligibility criteria:

- must be an Australian citizen or hold an Australian permanent residency visa, or be a New Zealand Citizen who is eligible for a Special Category Visa (subclass 444) on arrival in Australia;
- must have arrived in WA to take up employment on or after 1 January 2025;
- employed in an eligible occupation from the approved CVSP occupations list (**Appendix 1**), with priority given to trades and higher demand occupations;
- employed as an employee, contractor or sub-contractor with an employer (including labour hire companies) who is working in the building and construction sector in WA; and
- where applicable, are eligible for mutual recognition through the WA Department of Environment, Mines, Industry Regulation and Safety (DEMIRS)¹.

Applicants who have claimed payments under the Construction Visa Subsidy Program (visa subclass 190 – Skilled Nominated) are not eligible for the Build a Life in WA incentive.

2.1 General eligibility criteria

- Applications will be reviewed in accordance with approved program eligibility criteria, and specific evidentiary requirements at each milestone payment point.
- In addition, at the submission of a claim, validation checks will be conducted to ascertain the following:
 - the skilled worker holds a trade certificate or qualification in an approved occupation (**Appendix 1**) OR holds the required tickets or high risk licence required to work in WA;
 - has entered into an employment contract with an employer who is working in the building and construction sector in WA on or after 1 January 2025, and the skilled worker has been employed in an approved occupation (**Appendix 1**);
 - has agreed to the Build a Life in WA – Terms and Conditions; and
 - has provided bank details to enable the payment of an eligible claim.

¹ Mutual recognition refers to the ability of a person who is registered in connection with an occupation in a state, territory or New Zealand to carry on an equivalent occupation in Western Australia, subject to the provisions of the Mutual Recognition Act 1992 (Cth) or the Trans-Tasman Mutual Recognition (Western Australia) Act 2020 - www.wa.gov.au/organisation/service-delivery/mutual-recognition

2.2 Comply with Laws

Skilled workers in receipt of payments under the BALWA, must comply with this Agreement, and all Laws in relation to the BALWA.

2.3 Information

If DTWD requests that a skilled worker provide DTWD with information or access to information, which is in any way relevant to the BALWA, this Agreement or any application for funding submitted by the skilled worker, the skilled worker must promptly comply, ensuring that the information so provided, or to which access is provided, is true, accurate, complete, current, sufficiently detailed and in no way misleading or deceptive.

In this clause, 'information' includes data, records and other documentation.

3. PAYMENTS

Skilled workers who are assessed as eligible for the BALWA will receive payments of up to \$10,000 at two milestone payment points:

- **Milestone 1** - \$5,000 – paid when the skilled worker has secured employment with a WA employer², on provision of the following evidence:
 - completion of the Build a Life in WA Incentive – Milestone 1 Claim Form, including uploading all requested supporting documentation outlined in **Appendix 2**; and
 - copy of employment contract or letter of engagement, showing the employment start date and signed by the employer and skilled worker (and/or labour hire representative where applicable).
- **Milestone 2** - \$5,000 – paid when the skilled worker has completed six months of employment in WA, on provision of the following evidence:
 - completion of the Build a Life in WA Incentive – Milestone 2 Claim Form, including uploading all requested supporting documentation outlined in **Appendix 2**; and
 - copy of skilled worker's payslips – first payslip received from employer at the commencement of employment and the current payslip that is, current at the milestone payment point; to show that the skilled worker is still employed in the building and construction industry in WA.

3.1 Payment Methods

Payments will be made to the bank account nominated on the milestone claim form, after validation checks of information and supporting documentation provided by the skilled worker have been conducted.

3.2 Payment Conditions

The following payment conditions apply:

- Milestone payments will be applied to a skilled worker once that is, if the skilled worker leaves the employment of the initial employer after receiving both milestone payments, then they will not be eligible for an additional program place.
- If, however, the skilled worker receives the Milestone 1 payment and is required to change employers to remain employed in the construction industry in WA, they will be eligible for the Milestone 2 payment on provision of approved documentation.
- Skilled workers who claim a Milestone 2 payment must be able to demonstrate that within a maximum period of nine months from the date they were employed, they have been working in the building and construction industry in WA for a minimum of six months.

² Skilled workers who have secured employment with a WA employer but have not yet arrived in WA to take up employment, are eligible for the BALWA.

4. CLAIM PROCESS

Milestone 1

- complete the [Build a Life in WA – Milestone 1 Claim Form](#) and upload supporting documentation;
- agree to comply with the Build a Life in WA - Terms and Conditions; and
- submit the completed claim form.

Milestone 2

- complete the [Build a Life in WA – Milestone 2 Claim Form](#) and upload supporting documentation;
- agree to comply with the Build a Life in WA - Terms and Conditions; and
- submit the completed claim form.

Claim applications will be assessed using validation checks as outlined in **Appendix 2** of these Terms and Conditions.

5. TAXATION

5.1 Goods and Services Tax

GST does not apply to subsidies paid by DTWD to skilled workers under the Build a Life in WA Incentive program and all subsidy amounts paid are GST exclusive. Eligible applicants are solely responsible for obtaining their own independent legal and financial advice about tax and any other legal impact that receipt of the subsidy may have in their individual circumstances.

For this purpose:

- “GST” means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and
- “GST Act” means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
- the terms “supply”, “tax invoice”, “taxable supply” and “value” have the same meanings as in the GST Act.

6. DEBT MANAGEMENT

Repayment of subsidy payments will be required where the skilled worker:

- seems to be manipulating the BALWA as evidenced by their employment history; or
- has no lawful basis for or entitlement to the payment, or where the skilled worker has provided to DTWD incorrect, incomplete, misleading or deceptive information under or in connection with the BALWA; or
- has breached these Terms and Conditions or this Agreement; or
- is not meeting their workplace obligations; or
- is behaving, or has behaved, unlawfully, dishonestly, or unethically.

7. COLLECTION OF PERSONAL INFORMATION

7.1 Use of Personal Information

DTWD may collect, make a record, or otherwise use personal information for the purposes of administering the BALWA. Personal information may be disclosed to third parties for the purposes of administering and carrying out functions relating to the BALWA.

7.2 Disclosure of Personal Information

Personal information may be disclosed to and sought from, third parties for the purposes of administering and carrying out functions relating to the BALWA. Third parties include, but are not limited to:

- Commonwealth Government departments and agencies; and
- Western Australian Government departments and agencies.

7.3 Management of Personal Information

Personal information collected under the management and administration of the BALWA, will be managed in accordance with the *State Records Act 2000* and the *Freedom of Information Act 1992* (the FOI Act).

This legislation provides individuals with protections to prevent the misuse of personal information. In addition, if an individual has a complaint about the storing or use of their personal information, they are able to contact the WA Information Commissioner.

Under the FOI Act, an Information Commissioner has been appointed to:

- deal with complaints about decisions made by government agencies; and
- investigate possible interference with personal information, either following a complaint by the individual or of the Commissioner's own initiative.

Further information about the role of the Information Commissioner can be found at www.oic.wa.gov.au.

8. REVIEW OF DECISIONS

8.1 Overview

DTWD is committed to procedural fairness in the administration of the BALWA. It is intended that all decisions are consistent, equitable and transparent within the limits and constraints of the approved policies for the BALWA.

In the interests of procedural fairness, a skilled worker has a right to request a review of a decision in relation to eligibility for a payment.

8.2 Process for Review of Decisions

The process for the review of decisions is as follows:

- A written request for a review should be made directly to DTWD by emailing builidalifeinwa@dtwd.wa.gov.au. The request should outline the reasons the skilled worker considers the decision to be incorrect or unfair and, where appropriate, provide additional evidence to support a review of the case.
- The review will be conducted by a senior DTWD staff member, at Director level or above.
- Upon review, DTWD will re-examine the decision taking into account the policies and intent of the BALWA, the reasons that the claimant has put forward for review of the decision and any additional information provided.
- DTWD will only review on a fully open and transparent basis. Accordingly, all relevant information must promptly be forthcoming from the skilled worker.

8.3 Notification of Outcome

DTWD will aim to notify the skilled worker of the review decision, in writing, within 28 days of the review being requested.

The review decision will be provided in writing and include a clear explanation of the reason(s) for the review decision.

DTWD will consider declarations and supporting documentation in an endeavour to review a decision to ensure that the best possible outcome is achieved, balancing the rights of the skilled worker with the prudent use of public monies.

When considering a request for a review of the decision the following may be considered (amongst other relevant factors):

- Would the skilled worker be eligible for the payment if it were not for the exceptional circumstance(s)? This determines the basic eligibility for the payment(s) in dispute.
- Is the exceptional circumstance(s) out of the control of the skilled worker? If yes, then exceptional circumstances may apply.
- Has the payment been disrupted by unexpected or unplanned events that have impacted on the ability to provide supporting evidence or take necessary actions within the required time limits? If yes, then exceptional circumstances may apply.

Exceptional circumstances are circumstances that are unusual, uncommon, unexpected or unplanned.

9 DISCLAIMER INDEMNITY AND WARRANTY

A continuing obligation throughout any period of participation in the BALWA is that each skilled worker hereby declares and warrants to DTWD and the State, and all their respective officers, employees and agents, that they have read, understood and accept these Terms and Conditions and that they have been truthful, and wholly forthcoming with all relevant information, in respect to their application to participate in the BALWA.

Skilled workers are solely responsible for obtaining their own independent legal and financial advice about tax and any other legal impact that receipt of the BALWA may have in their individual circumstances.

10. CHANGES TO THE BUILD A LIFE IN WA INCENTIVE PROGRAM

DTWD reserves the right to:

- vary these Terms and Conditions, the eligibility criteria or any other documented rule or procedure at any time; and
- accept or reject any application for participation in the BALWA in its absolute discretion; and
- cease the BALWA at any time should State Government policy change or the budget allocation for the BALWA be re-prioritised.

11. AUDITS

The BALWA as administered by DTWD, is subject to audit by the Western Australian Auditor General. Skilled workers may be asked to provide information during the audit process; if asked, they must promptly comply.

12. STAKEHOLDER FEEDBACK

In administering the BALWA, measures have been taken to minimise red tape and simplify the payment process for skilled workers. This is balanced with the need to ensure BALWA payments are made correctly to eligible skilled workers.

DTWD is always looking to improve processes and systems. Stakeholder feedback is welcomed and can be provided to DTWD by:

Telephone: 13 19 54 (option 2)

Email: buildaifeinwa@dtwd.wa.gov.au.

Appendix 1 – Approved Building and Construction Occupations

ANZSCO Code	OSCA ³ Code	Occupation
133111	131131	Construction project manager
133112	131331	Project builder
232111	241131	Architect
232112	241132	Landscape architect
232212	241234	Land Surveyor
232611	241331	Urban and regional planner
233211	243231	Civil engineer
233213	241932	Quantity surveyor
233214	243234	Structural engineer
312111	312132	Building designer
312112	31132	Construction site supervisor
312113	312231	Building inspector
312114	312331	Construction estimator
312115	312233	Plumbing inspector
312116	311533	Geospatial technician
312199	241931	Building and Landscape Designers and Technicians nec.
312211	313131	Civil engineering draftsperson
312212	313132	Civil engineering technician
312311	313231	Electrical engineering draftsperson
312312	313232	Electrical engineering technician
312911	313331	Maintenance planner
312999	312131	Architectural technician
331111	371131	Bricklayer
331112	371132	Stonemason
331211	372131	Carpenter and joiner
331212	372132	Carpenter
331213	372133	Joiner
332111	361131	Floor finisher
332211	361231	Painter
333111	362131	Glazier
333211	362231	Plasterer (Wall and Ceiling)
333212	362232	Renderer (Solid plasterer)
333311	362331	Roof tiler
333411	362431	Wall and floor tiler
334111	363131	Plumber (general)
334115	363331	Roof plumber
334112	363933	Mechanical services plumber
334113	363931	Drainer
334114	363231	Gasfitter
341111	381231	Electrician (general)
341113	381234	Lift mechanic
342111	382131	Air conditioning and refrigeration technician
342411	382331	Cabler (data and telecommunications)

³ Occupation Standard Classification for Australia (OSCA) – replaces the Australian and New Zealand Standard Classification of Occupations (ANZSCO) as of 6 December 2024.

ANZSCO Code	OSCA ³ Code	Occupation
362213	342432	Landscape gardener
394111	369131	Cabinetmaker
399912	391931	Interior decorator
399918	399933	Fire protection equipment technician
511111	511131	Contract administrator
712111	732131	Crane, hoist or lift operator
721211	741231	Earthmoving plant operator (general)
721212	741232	Backhoe operator
721214	741234	Excavator operator
721216	741236	Loader operator
721915	741936	Road roller operator
821211	371231	Concreter
821712	821731	Scaffolder
821713	821732	Steel fixer
821912	821931	Driller's offsider

Note: holders of Australian permanent residency visas and New Zealand citizens (444 visa subclass) - some occupations listed above may not meet the requirements associated with your visa.

Please contact the immigration and citizenship section of the Commonwealth Government's Department of Home Affairs for more information – www.immi.homeaffairs.gov.au

Appendix 2 – Milestone Claim Applications – Validation Checks

The following validation checks will be conducted when a milestone claim application is submitted. Claims must meet all requirements as outlined below before a payment can be made.

Milestone 1

Eligibility Requirement	Validation Checks – to confirm that the skilled worker has:
<p>Applicant is one of the following:</p> <ul style="list-style-type: none"> • Australian citizen • Permanent resident • New Zealand citizen eligible for a visa subclass 444 (special category visa) 	<p>Australian Citizen</p> <p><input type="checkbox"/> Signed the declaration to confirm that they are providing true and accurate information</p> <p>Permanent Resident</p> <p><input type="checkbox"/> Uploaded a copy of their visa grant letter issued by the Commonwealth Department of Home Affairs</p> <p><input type="checkbox"/> Confirmed that the approved visa subclass is one of the following:</p> <ul style="list-style-type: none"> • 187 • 189 • 190 • 191 • 192 <p>New Zealand citizen eligible for a visa subclass 444</p> <p><input type="checkbox"/> Uploaded a copy of their visa grant letter issued by the Commonwealth Department of Home Affairs</p>
<p>Applicant is from an Australian State/Territory other than WA OR they have arrived in WA from New Zealand, on or after 1 January 2025</p>	<p>Uploaded evidence that confirms the applicant's:</p> <p><input type="checkbox"/> State/Territory of origin is NOT WA or that they are a New Zealand citizen; AND</p> <p><input type="checkbox"/> confirms that the applicant has relocated to WA after 1 January 2025.</p> <p>Previous location Evidence may include but is not limited to one of the following from the State/Territory of origin or New Zealand:</p> <ul style="list-style-type: none"> • electricity, gas or other utility bill; or • residential lease agreement or rental receipt; or • vehicle registration; or • copy of a recent bank statement; or • visa grant notice. <p>To confirm arrival in WA Evidence may include but is not limited to one of the following documents that confirms that the date of arrival into WA is on or after 1 January 2025:</p> <ul style="list-style-type: none"> • bank statements that demonstrate transactions (such as the purchase of petrol, freight receipts) between the departing State/Territory and WA; or • visa grant notice; or • passport with a date entry stamp (NZ entrants only); or • purchase or transfer of car insurance from State/Territory of origin to WA; or • receipt for purchase of house and/or contents insurance for WA address; or • notification/confirmation that a bank account has been opened in WA; or • electricity, gas or other utility bill in applicant's name for WA address; or

	<ul style="list-style-type: none"> • residential lease agreement or rental receipt in applicant's name for WA address.
Applicant has signed an employment contract or letter of engagement with an employer operating in the building and construction industry in WA, and will commence work within three months of the signed date of the contract/letter of engagement	<input type="checkbox"/> Uploaded a copy of the employment contract OR letter of engagement that includes the following: <ul style="list-style-type: none"> • legal name of the business; • trading name; • occupation the applicant will be working in; • duration of the contract/letter of engagement; • date the contract or letter of engagement was signed; • employer and applicant's signatures; • date that the applicant will commence work with the employer; and • employer's ABN.
Applicant will be working in an approved occupation	<input type="checkbox"/> Uploaded a copy of their trade certificate or certification issued by an RTO or university for qualifications other than trades OR <input type="checkbox"/> Uploaded a copy of their high-risk licence(s), tickets or WA white card for occupations other than trades or professional positions
If the applicant will be working in a licenced trade that requires them to seek formal trade registration with the WA Department of Energy, Mines, Industry Regulation and Safety (DEMIRS)	<input type="checkbox"/> Uploaded a copy of their licence or registration as granted by DEMIRS OR <input type="checkbox"/> Uploaded a copy of DEMIRS acknowledgement email/receipt to show that they have lodged a completed notice seeking registration for their occupation in WA
Applicant has agreed to the program terms and conditions	<input type="checkbox"/> Confirmed that they agree to the program terms and conditions

Milestone 2

Eligibility Requirement	Validation Checks – to confirm that the skilled worker has:
Applicant has received a Milestone 1 payment	<input type="checkbox"/> Received a Milestone 1 payment to their nominated bank account
If applicant is working in a licensed trade that requires them to seek formal trade registration with the WA Department of Energy, Mines, Industry Regulation and Safety (DEMIRS)	If not provided at the Milestone 1 claim point: <input type="checkbox"/> Uploaded a copy of their licence or registration as granted by DEMIRS
Applicant has completed six months of employment in WA	<input type="checkbox"/> Uploaded a copy of the first pay slip they received from their WA employer AND <input type="checkbox"/> Uploaded a copy of their current pay slip confirming that they have been employed in the building and construction industry in WA for six months AND <input type="checkbox"/> Uploaded a letter from their employer confirming that they have been employed in the building and construction industry in WA for six months ⁴
Applicant has changed employers after receipt of a Milestone 1 payment	<input type="checkbox"/> Uploaded a copy of the employment contract OR letter of engagement that includes the following: <ul style="list-style-type: none"> • legal name of the business; • trading name; • occupation the applicant will be working in • duration of the contract/letter of engagement; • date the contract or letter of engagement was signed; • employer and applicant's signatures; • date that the applicant will commence work with the employer; and • employer's ABN.
Applicant has agreed to the program terms and conditions	<input type="checkbox"/> Confirmed that they agree to the program terms and conditions

⁴ Skilled workers who claim a Milestone 2 payment must be able to demonstrate that within a maximum period of nine months from the date they were employed, they have been working in the building and construction industry in WA for a minimum of six months.