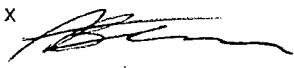


Productivity Education and Training Fund (PET Fund)

Australian Chamber of Commerce and Industry

Outline Plan

From: 1 July 2016 to 30 June 2017

Approval of this Outline Plan		Signature and Date
Australian Chamber of Commerce and Industry	Delegate: Business Engagement Manager	<date> 30.9.16 x
Department of Employment	Delegate: Branch Manager responsible for programme	<date> 20/12/16 x 

for Alan Edwards

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1 Introduction

This document is the Outline Plan for the implementation of the Productivity Education and Training Fund (PET Fund) in 2016-17. It establishes:

- what the project is to deliver in 2016-17;
- critical dates and project schedule;
- any changes to the Milestones and Deliverables Plan No. 2 in how the project will be governed – who is responsible for what; and
- any changes to the Milestones and Deliverables Plan No. 2 in how the project will be managed – for example how will changes be dealt with; handling of risks and issues.

This document reflects the agreement between the Department and the Australian Chamber of Commerce and Industry about the work to be undertaken and how it will be undertaken.

This document and the Milestones and Deliverables Plan No. 2 will be reviewed regularly by the Project Team to ensure that they accurately represent the project status and intentions.

2 Deliverables

Provide a schedule of planned activities that will be undertaken as the project, from 1 July 2016 to 30 June 2017 including:

- *Detail of activities proposed, for example: courses, research projects, publications*
- *Delivery Targets (number of courses, projects, publications completed)*
- *Coverage targets (industry, geographic)*
- *Participation Targets (number of participants, users)*
- *Participant Evaluation Targets (overall participant and/ or user satisfaction level regarding deliverables)*

It may be more convenient to provide the Schedule of Activities as an attachment to this Outline Plan (eg: spreadsheet or table).

The Australian Chamber continues to deliver activities as per the approved Engagement Plan. We are working towards exceeding the targets outlined in the KPI's for total engagement by the end of June 2017, which positions the extra year of 2017/8 that is being confirmed through an amendment to the milestones and deliverables plan as a bonus engagement year.

The main change in our activities for 2016/7 relates to the mobile app - we have undertaken initial scoping work, but with the rapid evolving technical landscape, and the changing needs and developments of our industries, we have paused work and reviewed our direction.

Moving forward we have allocated more investment over a longer period and re-scoped the mobile app to encompass a 'digital solution' which better serves as a useful platform for employers and looks at a holistic approach to a technical solution. This will be covered in more detail in the revised Milestones and Deliverables Plan.

The focus of activity during the period will be two-fold:

1. Continued delivery of initiatives/projects already in progress
2. Activities scoped in the Milestones and Deliverables Plan V2 and Engagement Plan

Initiatives/projects underway that will be progressed/finalised during the period include:

1. National Retailers Association: Productive Rostering and Business Red Tape Reduction
2. VACC: Apprentice retention in the automotive industry
3. AMCA: BIM Productivity Protocols – the development of standards to enable greater uptake of Building Information Modelling technology within the construction industry

Key performance indicators have been established for each of the above activities during the relevant subcontractor approval process. ACCI will provide performance reporting against these indicators in its FY1617 Annual Report to the Department.

The key activities from the Milestones & Deliverables Plan V2 to be completed during the period include:

- Business Engagement Plan Delivery
- Research and Content Development

Attachment A provides a summary of the event activities planned for 2016/17.

3 Governance

Describe any proposed changes to Governance arrangements outlined in the Milestones and Deliverables Plan No. 2 and previous Outline Plans in regard to the means by which:

- the monitoring of funding received under the agreement will occur;
- the monitoring of the progress in developing and carrying out the Project will occur; and
- Australian Chamber of Commerce and Industry will manage subcontractors, including reporting, risk management, monitoring of payments of funding received under the agreement and of the progress in developing and carrying out the Project.

Provide:

- Updated contact details of managerial or specified personnel.

Managerial and Specified Personnel	Role/Responsibilities	Contact information
Business Engagement Manager – Biz Better Together	is responsible for implementing the program.	Business Engagement Manager AUSTRALIAN CHAMBER OF COMMERCE AND INDUSTRY ABN 85 008 391 795 LEVEL 3, COMMERCE HOUSE 24 BRISBANE AVENUE BARTON ACT 2600 P: + 61 7 3239 1111 F: + 61 7 3239 1111

		M: E:
Jenny Lambert, Director – Employment, Education and Training (EET), ACCI	Ms Lambert managed the establishment of the Productivity Unit within ACCI and has strong input into the key activities associated with this Programme. Ms Lambert has overall responsibility for the ACCI Productivity Unit	Jenny Lambert, Director EET, ACCI Canberra LEVEL 3, COMMERCE HOUSE 24 BRISBANE AVENUE BARTON ACT 2600 P: +61 2 6273 2311 F: +61 2 6273 3286 jenny.lambert@acci.asn.au
James Pearson – Chief Executive, ACCI	As the Chief Executive of ACCI, Mr Pearson will oversee the operation of this Unit. The Director EET reports to the CEO.	James Pearson Chief Executive AUSTRALIAN CHAMBER OF COMMERCE AND INDUSTRY LEVEL 3, COMMERCE HOUSE 24 BRISBANE AVENUE BARTON ACT 2600 P: +61 2 6273 2311 E: james.pearson@acci.asn.au W: www.acci.asn.au
Productivity Programme Advisory Group	This advisory group has not been reconvened and member and business oversight is now delivered through the Board and executive.	

4 Risk Management

Provide any updates to your risk management strategy in the Milestones and Deliverables Plan No. 2 and previous Outline Plans including any new risk you have identified.

Identified Risk	Risk Rating Level	Mitigation Strategy
N/A – potential additional risks have been covered through the planning work that occurred during FY1516		

5 Approvals

Clause 8.1 of the Funding Agreement requires the Australian Chamber of Commerce and Industry to provide a list of any Assets it proposes to purchase or create during the relevant project period for departmental approval. Approval of the Outline Plan will constitute approval to purchase those Assets specified in the agreed Outline Plan. Assets mean any item of tangible property which has a value of over \$5,000 inclusive of GST (Clause 33 of the Funding Agreement).

- Provide a list of all assets the Australian Chamber of Commerce and Industry intends to purchase or create during this project period and the associated in the budget

ACCI has no plans to purchase any assets over \$5000 during 2016/17. Should any asset requirements be identified in future, approval will be sought in accordance with Clause 8 of the Funding Agreement.

Clause 7 of the Funding Agreement provides for the Department to give written approval of subcontractors.

Most of the activities are now delivered by directly-engaged employees who undertake the majority of Program activities working with members as well as delivering events and communicating directly.

At this time, ACCI has not identified a requirement to engage any further subcontractors, although it is an option that the project management role previously performed by contractor [redacted] will be replaced by another contractor. Should any subcontractor requirements be identified, approval will be sought in accordance with Clause 7 of the Funding Agreement.

Subcontractor	Role/Responsibilities

6 Budget

Provide a comprehensive budget including:

- Itemised income and expenditure for the 2016-17 financial year;
- A general outline of income and expenditure with regard to the remaining financial years of the Programme;
- Details of any assets Australian Chamber of Commerce and Industry intends to purchase as referred to at Clause 8 of the Funding Agreement.

Please ensure that all budget figures are GST exclusive.

It may be more convenient to provide the Budget as an attachment to the plan. (eg: spreadsheet or table).

Attachment B Outline Plan - Budget reflects estimated expenditure for the FY1617 activities. A revised Milestones and Deliverables plan to cover the extension of contract time to June 2018 will reflect the allocation of the remaining monies over the two forward years.

7 Evaluation of Performance against Objectives

Describe any proposed changes to mechanisms specified in the Milestones and Deliverables Plan No. 2 and previous Outline Plans by which the Australian Chamber of Commerce and Industry intends to evaluate performance against objectives.

Please note that data required to evaluate performance will need to be collected consistently throughout the life of the project.

The evaluation of performance against objectives will remain as outlined on page 20 of the original Milestones and Deliverables Plan, with specific targets and metrics as outlined in the Engagement Plan.

8 Submitting your Outline Plan

Please email a signed copy of the completed PET Fund Outline Plan by close of business on Friday 29 July 2016 to: Andrew Beauman – Programme Manager, at the:

PET Fund Inbox - PETFund@employment.gov.au

Productivity Education and Training Fund												
Attachment A - Outline Plan Event Activities												
Reporting Period - 1 July 2016 to 30 June 2017												
Course Name (eg: Improving Productivity through enterprise bargaining)	Event Date (eg:12 -14 July 2012)	Type of Event	Key Topic Area	Description	Course Location (Suburb or town)	State	Number of participants	Participants Rating (eg: Average satisfaction rating, out of 5)	Partner Event	Funding	TYPE OF EVENT OR TRAINING - KPI Performance & Targets	EVENT STATUS
Geelong Chamber - Inspiring Future Workplaces , Lunch Seminar	28-Jul-16	Lunch Seminar	Inspiring Future Workplaces	Corporate partner luncheon with keynote speaker Prof. Peter Gahan addressing CEO's, MD and executive level audiences. Prof. Gahan speaking on what the workplace of the future look like, how it will function and how management and leadership needs to change for that.	Geelong	VIC	56	5	NO	Staff Travel	Regional - Guest Speaker Fourm	COMPLETED
Ballarat Chamber - BisNetBreakfast, Women in Business (Diversity) Margot Spaulding	02-Aug-16	Breakfast Seminar	Diversity	Margot Spaulding the founder of Jimmy Possum furniture gave a morning presentation to Ballarat Chamber members on being a woman in business and succeeding in a male dominated industry. Inspiring other women and men in the audience.	Ballarat	VIC	70	3.8	NO	Staff Travel Speaker Fee Banner delivery and return	Regional - Guest Speaker Fourm	COMPLETED
Australian Mines and Minerals Association, pre-conference workshop - West Perth	03-Aug-16	2 x Workshop	Spotlighting Workplace Regulation Enhancing Workplace Diversity	Discover the latest trends, learn valuable practical lessons, and understand all the legislative and regulatory updates with AMMA's Pre-Conference Workshops – covering important OHS, wellness and workplace relations topics.	Perh	WA	32	4.8	YES	Venue catering, speaker flights and accommodation.	Topical issue training – how to's	COMPLETED
Australian Mines and Minerals Association, 2016 National Conference - West Perth	04-Aug-16	Conference	Facilitating Flexible Work Inspiring Future Workplaces Improving Management and Leadership	"Changing the game – craft a culture fit for the future of work". The AMMA conference, delivered leading motivation and strategy presentation on building for the future of work.	Perth	WA	140	4.2	YES	Venue catering, speaker flights and accommodation.	Topical issue training – how to's	COMPLETED
Geelong Chamber - 4 - 5pm, Empowering Entrepreneurs seminar	10-Aug-16	Evening / Networking	Empowering Entrepreneurs	Public session - Jonathan Lui, Co-Founder of Airtasker.com talking to audience about entrepreneurship, planning, growth, capital funding, and staffing/workforce managed growth.	Geelong	VIC	61	4.9	NO	Speaker Fee Speaker Travel Staff Travel Banner return	Regional - Guest Speaker Fourm	COMPLETED
Geelong Chamber - Entrepreneurs networking session 5-7pm	10-Aug-16	Evening / Networking	Empowering Entrepreneurs	Member only session - Jonathan Lui, Co-Founder of Airtasker.com talking to audience about entrepreneurship, planning, growth, capital funding, and staffing/workforce managed growth.	Geelong	VIC	310	4.9	NO	Speaker Fee Speaker Travel Staff Travel Banner return	Regional - Guest Speaker Fourm	COMPLETED
SEAAANZ Annual Conference	10-12 August	Conference	Spotlighting Workplace Regulation	"Working for our future, modernising workplace relations in Australia" by Tim Mazzaro who is driving the Content Research project for the PET Fund. Here he touched on some of the research he was doing.	Melbourne	VIC	80	4.2	YES	Did not use any funding	Industry Advisor Professional Development	COMPLETED
Smart Company - Webinar Small Business Festival, Inspiring Future Workplaces	12-Aug-16	Webinar	Inspiring Future Workplaces	This webinar looks at the future of the workplace exploring issues to do with technology, diversity, innovation and an ageing population. Take part in the discussion around how your business can hone its focus to become genuinely future-thinking. Speakers are Jan Owen, CEO, Foundation for Young Australians and Dr Amantha Imber is an innovation psychologist, best-selling author, and founder of Australia's leading Innovation consultancy Inventum.	Online	n/a	181		YES	Facilitation Cost (inclusive of speaker, webinar facilities)	Webinar series	COMPLETED
Australian Institute of Management - National Networking Day	29-Aug-16	Seminar	All topics	James Pearson, CEO of Australian Chamber talked about Biz Better Together and raised awareness of the initiative. Talked about all the topic areas and provided information on how to engage with BBT. Pamphlets were handed out and all BBT Team were participants talking about the initiative and how business people can get involved. Seeking out business people to profile and feature on the BBT website.	Australia Wide - Multiple	multiple	459	5	YES	Venue and catering costs.	Awareness of ACCI services	COMPLETED
Mobile-ising Women in Business - Adelaide	01-Sep-16	Conference	Enhancing Workplace Diversity	Targetted at business women, Mobile-ising Women in Business focuses on productivity-enhancing digital innovations, trends, insights and practical information. Delivered by leading technology companies, industry experts and thought leaders who inspire and engender the diversity ethos through the work they do.	Adelaide	SA	101	4.2	BBT EVENT	Speaker Travel Staff Travel Venue and Catering AV Speaker Dinner Speaker Gifts	Mobile-ising Women in Business Series	COMPLETED
Panel - Human Capital, Juliet Bourke, Melinda Cilento, Tony Harrington (Bus Leaders)	06-Sep-16	Seminar	Improving Management and Leadership + Enhancing Workplace Diversity	The discussion was on how better decisions are made when there is a diverse group of people involved in the problem process. How harnessing the resources of a diverse group of people (all forms of diversity) can help teams see scenarios broadly, discuss options thoroughly and mitigate social, informational and attentional biases effectively. Also how embracing diversity helps organisations be more innovative.	Minter Ellison, Syd	NSW	60		NO	Did not use any funding	Metro - Guest Speaker Forum	COMPLETED
Safety Institute of Australia - Session	06-Sep-16	Conference	Enabling Healthy Workplaces	BBT delivered the PSYCHOLOGICALLY HEALTHY WORKPLACES stream at the National Conference. Topic focussed on - What are the current trends in mental health and how are these being managed in the workplace? This stream will identify what needs to be done to build knowledge about mental health within the workplace and discuss how organisations are overcoming these barriers.	Sydney	NSW	100		YES	Staff Travel Banner delivery and return	Professional Development	COMPLETED

Go For Growth with Verne Harnish - Growth Faculty (Sydney)	12-Sep-16	Conference	Improving Management and Leadership	The Growth Faculty select and present the world's best thought leaders, business minds, and practitioners whose tools and resources make a positive and profitable difference to your business. Our Global Leadership Series provides access to global CEOs and change makers who are considered the greatest minds in business. They present new approaches, improved performance and measurable results. The Growth Faculty programs focus on delivering the 'light bulb moment' to stimulate change through speakers who look at the world differently.	Sydney	NSW	224	4.7		NO	Ticket cost Venue and Catering	Metro - Topical Issue forums	COMPLETED
Go For Growth with Verne Harnish - Growth Faculty (Brisbane)	13-Sep-16	Conference	Improving Management and Leadership	See above.	Sydney	NSW	227	3.25		NO	Ticket cost Venue and Catering	Metro - Topical Issue forums	COMPLETED
Hunter Chamber Business Development Forum	14-Sep-16	Breakfast Seminar	Empowering Entrepreneurs	Highlighting small business month in September, the Hunter Business Chamber presented Jennifer Holland as their guest speaker. Jennifer is the Founder and CEO of Throat Scope, the world's first all-in-one light and tongue depressor medical device. Jennifer shared her insights and business story and gave tips on entrepreneurship.	Newcastle	NSW	72	4.55		NO	Staff Travel Banner delivery and return	Regional - Guest Speaker Fourm	COMPLETED
EEAA Security and Safety Training Workshop - Sydney	14-Sep-16	Workshop	Enabling Healthy and Safe Workplaces	EEAA Members organise and host around 500 events every year. These events must comply with risk and safety requirements. This workshop focuses on skilling the workforce in the changing nature of safety and assists businesses in the developing of strategic risk and safety plans for their staff and businesses.	Sydney	NSW	8	4.3		YES	Speaker fee split across 3 different events	Topical issue training - how to's	COMPLETED
ASIALINK - Business and Cultural Awareness Training (Canberra)	20-Sep-16	Workshops	Enhancing Workplace Diversity	The training delivers education in a workshop format on developing a heightened awareness of the importance of cultural intelligence in interacting with Asia cultures within the workforce and in business. It profiles attendees and interprets their inherent cultural preferences and behaviours and provides information on adapting workplace style to work more effectively with a culturally diverse workforce.	Canberra	ACT	17	4.5		YES	Venue and Catering Facilitator fees	Topical Issue training - how to's	COMPLETED
Smart Company - Webinar series, Flexible Work	21-Sep-16	Webinar	Facilitating Flexible Work	Webinar looks at 2 different businesses incorporating flexible working arrangements with their staff and the diversity and benefits it brings. Tristan White Founder & CEO, The Physio Co and Bridget Loudon Chief Executive Officer, Expert360.	Online	n/a	70	3.9		YES	Facilitation Cost (inclusive of speaker, webinar facilities)	Webinar series	COMPLETED
Accord Industry Briefing - Innovation	21-Sep-16	Afternoon seminar followed by networking drinks	Inspiring entrepreneurs Inspiring future workplaces Improving management and leadership	Accord Innovation Seminar - Building an Innovation culture in your organisation, business tools for innovation through improvement, and specific opportunities.	University of Technology Sydney	NSW	26	4.1		YES	Venue and catering costs.	Metro - Guest Speaker Forum	COMPLETED
University of Sydney - Mgmt & Leadership and Empowering Entrepreneurs event	26-Sep-16	Seminar	Improving Management and Leadership	This two day conference is focused on providing skill development in the areas of: leadership, teamwork, communication, presentation, case studies, and career planning. We have worked with the University to shape the presentations and provide 2 speakers from industry.	University of Sydney	NSW	14	5		YES	Did not use any funding	Topical issue training - how to's	COMPLETED
ASTRA Women in Television Conversations.	27-Sep-16	Breakfast Seminar	Enhancing Workplace Diversity	Working with our member association to deliver an inspiring breakfast seminar by 3 female content creators and leaders in their field. They will talk about their journey and give practical tips and share advice to audience members.	Hilton Hotel Sydney	NSW	92	4.3		YES	Venue and catering costs.	Metro - Guest Speaker Forum	COMPLETED
EEAA Security and Safety Training Workshop - Melbourne	28-Sep-16	Workshop	Enabling Healthy and Safe Workplaces	EEAA Members organise and host around 500 events every year. These events must comply with risk and safety requirements. This workshop focuses on skilling the workforce in the changing nature of safety and assists businesses in the developing of strategic risk and safety plans for their staff and businesses.	Melbourne	VIC	20	4.5		YES	Speaker fee split across 3 different events	Topical issue training - how to's	COMPLETED
Australian National University - Enhancing Workplace Diversity	05-Oct-16	Seminar	Enhancing Workplace Diversity		University of Canberra	ACT	50				This event is cancelled.		CANCELLED
Business Leaders Summit - Panel : Workforce and productivity	10-Oct-16	Conference	Improving Management and Leadership	Delivering luncheon keynote speaker Bernard Salt for a top level CEO, Australian Chamber Business Leaders Summit in Canberra - approximately 100 leaders. Bernard will talk about mangament and leadership and what that means for the future of work.	Canberra	ACT	100			YES	Speaker Fee	Professional Development	CONFIRMED
Women World Changers -Growth Faculty (Melbourne)	10-Oct-16	Conference	Workplace Diversity	This event is designed to drive a dialogue focused on the importance for greater workplace diversity and equality, features a line-up of international and national speakers not seen in Australia before. Around the world, we are seeing the need for educated and empowered individuals to drive a sustainable women's development agenda forward with greater speed, tenacity and passion.	Melbourne	VIC	100			NO	Did not use any funding	Professional Development	CONFIRMED
Women World Changers -Growth Faculty (Sydney)	12-Oct-16	Conference	Workplace Diversity	See above.	Sydney	NSW	100			NO	Did not use any funding	Professional Development	CONFIRMED

ASIALINK - Business and Cultural Awareness Training (Queensland)	12-Oct-16	Workshops	Enhancing Workplace Diversity	The training delivers education in a workshop format on developing a heightened awareness of the importance of cultural intelligence in interacting with Asia cultures within the workforce and in business. It profiles attendees and interprets their inherent cultural preferences and behaviours and provides information on adapting workplace style to work more effectively with a culturally diverse workforce.	Brisbane	QLD	20		YES	Updated event with confirmed details and dates. Venue and Catering Facilitator fees	Topical issue training – how to's	CONFIRMED
EEAA Security and Safety Training Workshop - Perth	26-Oct-16	Workshop	Enabling Healthy and Safe Workplaces	EEAA Members organise and host around 500 events every year. These events must comply with risk and safety requirements. This workshop focuses on skilling the workforce in the changing nature of safety and assists businesses in the developing of strategic risk and safety plans for their staff and businesses.	Perth	WA	12		YES	Speaker fee split across 3 different events	Topical issue training – how to's	CONFIRMED
Smart Company - Webinar series, Spotighting Workplace Regulation	27-Oct-16	Webinar	Spotighting Workplace Regulation Enhancing Workplace Diversity	Webinar will focus on Workplace regulation. Speakers identified so far are Lynda McAlary-Smith, Executive Director, Proactive Compliance & Education, Fair Work Ombudsman (very pleased to get someone from Fair Work for this) and Katie Sweatman, Kl. Gates, senior associate in the Labour, Employment and Workplace Safety team.	Online	n/a	60		YES	Facilitation Cost (inclusive of speaker, webinar facilities)	Webinar series	CONFIRMED
Aust. Dental Industries Assoc. - Business Growth Conference	3-5 Nov - 16	Conference	Improving Management and Leadership	The conference brings together employees of member organisations to keep them informed of with changes to the regulatory environments. The programme includes sessions on sales and market intelligence, effective communication strategies, improving management and leadership and proven approaches to enhance staff engagement.	The Sebel Kirklton Park, Hunter Valley	NSW	50		YES	Speaker travel and accomodation and catering costs	Regional - Topical issue forums	IN NEGOTIATION
BIC Industrial Relations Session	09-Nov-16	Conference Session	Facilitating Flexible Work	BBT are delivering three streams in the morning on day 3 of the national conference. Flexible work looking at enterprise and staffing agreements and tailoring them to business needs. Biz Better Together initiative explained, how you can access content and get involved. Enabling Healthy & Safe Wroklplaces.	Perth	WA	80		YES	Speaker travel and accomodation and catering costs	Metro - Topical issue forums	CONFIRMED
AMMA - AWRA Workshop - Global Diversity and Inclusion Benchmarks Melbourne	16-Nov-16	Workshop	Enhancing Workplace Diversity	The Australian Women in Resources Alliance (AWRA) is hosting three unique half-day workshops aimed at "Enhancing Workplace Diversity" in Australia's resource industry. Taking place in Perth, Brisbane and Melbourne, the 2016 AWRA Workshops will bring together the leading authorities on workplace diversity in the resource industry.	Melbourne	VIC	20		YES	Speaker travel and accomodation and catering costs	Topical issue training – how to's	CONFIRMED
ASIALINK - Business and Cultural Awareness Training (South Australia)	21-Nov-16	Workshops	Enhancing Workplace Diversity	The training delivers education in a workshop format on developing a heightened awareness of the importance of cultural intelligence in interacting with Asia cultures within the workforce and in business. It profiles attendees and interprets their inherent cultural preferences and behaviours and provides information on adapting workplace style to work more effectively with a culturally diverse workforce.	Adelaide	SA	25		YES	Updated event with confirmed details and dates. Venue and Catering Facilitator fees	Topical issue training – how to's	CONFIRMED
Smart Company - Webinar series, Enhancing Workplace Diversity	22-Nov-16	Webinar	Enhancing Workplace Diversity	Webinar will focus on Enhancing Workplace Diversity. Potential speakers • Fiona Vine - Head of Diversity, ANZ • Elizabeth Broderick, former Sex Discrimination Commissioner • Woolworths representative • David Morrison • Carla Wilshire, Migration Council of Australia • Lisa Anness, Chief Executive of the Diversity Council of Australia	Online		60		YES	Facilitation Cost (inclusive of speaker, webinar facilities)	Webinar series	CONFIRMED
AMMA-AWRA Workshop - Global Diversity and Inclusion Benchmarks Brisbane	24-Nov-16	Workshop	Enhancing Workplace Diversity	The Australian Women in Resources Alliance (AWRA) is hosting three unique half-day workshops aimed at "Enhancing Workplace Diversity" in Australia's resource industry. Taking place in Perth, Brisbane and Melbourne, the 2016 AWRA Workshops will bring together the leading authorities on workplace diversity in the resource industry.	Brisbane	QLD	20		YES	Speaker travel and accomodation and catering costs	Topical issue training – how to's	CONFIRMED
Mobile-ising Women in Business - Melbourne	29-Nov-16	Conference	Enhancing Workplace Diversity	Targetted at business women, Mobile-ising Women in Business focuses on productivity-enhancing digital innovations, trends, insights and practical information. Delivered by leading technology companies, industry experts and thought leaders who inspire and engender the diversity ethos through the work they do.	Melbourne	VIC	150		BBT EVENT	Speaker Travel Staff Travel Venue and Catering AV	Mobile-ising Women in Business Series	CONFIRMED
AMMA-AWRA Workshop - Global Diversity and Inclusion Benchmarks Perth	22-Nov-16	Workshop	Enhancing Workplace Diversity	The Australian Women in Resources Alliance (AWRA) is hosting three unique half-day workshops aimed at "Enhancing Workplace Diversity" in Australia's resource industry. Taking place in Perth, Brisbane and Melbourne, the 2016 AWRA Workshops will bring together the leading authorities on workplace diversity in the resource industry.	Perth	WA	20		YES	Speaker travel and accomodation and catering costs	Topical issue training – how to's	CONFIRMED
Smart Company - Webinar series, Improving Management and Leadership	14-Dec-16	Webinar	Improving Management and Leadership	Webinar on Improving Management and Leadership, showcasing emerging trends from the Study of Australian Leadership, with Prof Gahan being a potential speaker. Also looking at a speaker who is already leading in the industry and changing the landscape of Management in Australia.	Online	n/a	60		YES	Facilitation Cost (inclusive of speaker, webinar facilities)	Webinar series	CONFIRMED
Smart Company - Webinar series, Enabling Healthy & Safe Workplaces	07-Feb-17	Webinar	Enabling Healthy Workplaces	This Webinar looks at Enabling Healthy and Safe Workplaces - Potential speakers • Jack Heath, CEO of Sane Australia • David Burroughs, Communicorp • Jerril Rechter, CEO of VicHealth • Jodi Oakman, Program Coordinator (Centre for Ergonomics and Human Factors), , Head of Department, Public Health	Online	n/a	60		YES	Facilitation Cost (inclusive of speaker, webinar facilities)	Webinar series	CONFIRMED

BIC National Industrial Relations Seminar	28-Feb-17	Full day conference	Inspiring Future Workplaces	Full day conference looking at future of work. Potential guest speakers • Kay Paterson • Ged Kearney • Nikki Brouwers • Professor Andrew Stewart	Canberra	ACT	100		YES	Speaker travel and accommodation and catering costs	Metro - Guest Speaker Forum	CONFIRMED
Mobile-ising Women in Business - Canberra	28-Feb-17	Full day conference	Enhancing Workplace Diversity	Targetted at business women, Mobile-ising Women in Business focuses on productivity-enhancing digital innovations, trends, insights and practical information. Delivered by leading technology companies, industry experts and thought leaders who inspire and engender the diversity ethos through the work they do.	Canberra	ACT	100		BBT EVENT	Speaker Travel Staff Travel Venue and Catering AV	Mobile-ising Women In Business Series	IN NEGOTIATION
Regional Chamber event - Geelong- Diversity (March 2017)	01-Mar-17	Seminar	Enhancing Workplace Diversity	Breakfast seminar with a guest speaker on workplace diversity.	Geelong	VIC	50		NO	Speaker Travel Venue and Catering Banner delivery and return	Regional - Guest Speaker Fourm	IN-NEGOTIATION
Smart Company - Webinar series, Empowering Entrepreneurs	22-Mar-17	Webinar	Empowering Entrepreneurs	This Webinar looks at Empowering Entrepreneurs - Potential speakers • Mike Cannon-Brooks • Ruslan Kogan • Alex Louey, founder Appscore • Someone from the Innovation initiative? • Holly Ransom - double up with December event, but Holly co-authored the strategy paper on youth entrepreneurship and unemployment for the United Nation's Sustainable Development Goal agenda	Online	n/a	60		YES	Facilitation Cost (inclusive of speaker, webinar facilities)	Webinar series	CONFIRMED
BIC Breakfast Seminar, Brisbane	March 2017 - TBC	Breakfast	Enabling Healthy Workplaces	Breakfast seminar with a guest speaker on enabling Health and Safe Workplaces.	Brisbane	QLD	25		YES	Speaker travel and accommodation and catering costs	Metro - Guest Speaker Forum	CONFIRMED
NECA NSW - Byron Bay conference young business owners, Health & Safety	June 2017 TBC	Conference	Enhancing Workplace Diversity, Improving Leadership and Management	Conference for emergin young leaders to be inspired by mentors.	Byron Bay	QLD	60		YES	Speaker travel and accommodation and catering costs	Regional - Guest Speaker Fourm	IN NEGOTIATION
ASIALINK - Business and Cultural Awareness Training (Sydney)	TBC 16/17	Workshops	Enhancing Workplace Diversity	The training delivers education in a workshop format on developing a heightened awareness of the importance of cultural intelligence in interacting with Asia cultures within the workforce and in business. It profiles attendees and interprets their inherent cultural preferences and behaviours and provides information on adapting workplace style to work more effectively with a culturally diverse workforce.	TBC	NSW	25		YES	Venue and Catering Facilitator fees	Topical issue training - how to's	IN NEGOTIATION
Report Launches - SEEANZ x 3	TBC 16/17	Seminar	All topics	Report launches from the Content Research findings.	TBC	various	150		YES		Report launches	IN NEGOTIATION
Getting to the shortlist. Link to employment services x 3	TBC 16/17	workshops	Enhancing Workplace Diversity	An interactive series of workshops designed to explore the process of getting to a shortlist using useful tools, technology, free and paid services, and government funded opportunities to facilitate finding the perfect candidate, and lessening the burden on the employer.	TBC	various	60		BBT EVENT	Speaker Travel Staff Travel Venue and Catering AV	Topical issue training - how to's	IN NEGOTIATION

PRODUCTIVITY EDUCATION AND TRAINING FUND

Income	Total Budget	FY12/13 Actuals	FY13/14 Actuals	Q1 & Q2 FY14/15 Actuals	Total Actuals	Allocation in New Plan	Q3 & Q4 FY14/15 Budget	Q3 & Q4 FY14/15 Actuals	Q3 & Q4 FY14/15 % Variation	FY15/16 Budget	FY15/16 Actuals	FY15/16 Variation	Remaining Allocation	FY16/17 Budget	Balance Remaining	Notes
Grant	\$5,000,000	\$5,000,000	\$0	\$0	\$5,000,000											\$0
Unit Earnings																
Interest	\$310,000	\$172,111	\$166,047	\$73,846	\$412,004	\$100,000	\$5,000	\$59,824	1096%	\$50,000	\$81,588	63%	\$29,200	\$30,000		
Income total	\$5,310,000	\$5,172,111	\$166,047	\$73,846		\$100,000	\$5,000	\$59,824		\$50,000	\$109,900		\$69,700	\$70,500	\$0	
Carried Forward Grant							\$4,114,000									
Total Funds Available							\$4,214,000									
Expenditure																
Audit Fees	\$15,000	\$1,680	\$0	\$2,000	\$3,680	\$13,000	\$0	\$0	0%	\$2,000	\$2,000	0%	\$11,000	\$2,000	\$9,000	
Bank Charges	\$500	\$55	\$3	\$1	\$59	\$467	\$100	\$1	-100%	\$100	\$262	162%	\$205	\$300	-\$95	
Computer Costs	\$6,600	\$3,838	\$0	\$0	\$3,838	\$8,000	\$3,000	\$0	-100%	\$4,000	\$9,000	-25%	\$5,000	\$2,000	\$3,000	
Equipment	\$3,000	\$0	\$1,069	\$0	\$1,069	\$150,000	\$50,000	\$50,000	0%	\$50,000	\$50,000	0%	\$50,000	\$50,000	\$0	
Management Fee	\$250,000	\$50,000	\$50,000	\$0	\$100,000	\$150,000	\$50,000	\$50,000	0%	\$50,000	\$50,000	0%	\$50,000	\$50,000	\$0	
Meeting Expenses						\$6,700	\$2,000	\$0	-100%	\$3,000	\$225	-93%	\$6,475	\$1,000	\$5,475	
Conference/Workshops:																
Professional Development Series (2B)	\$90,000	\$0	\$35,950	\$0	\$35,950	\$55,000	\$12,000	\$0	-100%	\$25,000	\$2,989	-88%	\$52,011	\$35,000	\$17,011	
Business Leadership Forum	\$170,000	\$73,919	\$4,111	\$0	\$78,030	\$120,000	\$0	\$0	0%	\$0	\$0	0%	\$120,000	\$120,000	\$0	
Initiatives																\$0 Initiatives: Remaining ISIs, and costs associated with Unit run events that aren't staff (e.g. venue hire, catering, speakers etc)
Economy Wide Initiatives (3A)	\$80,000	\$0	\$25,636	\$39,727			\$29,000	\$9,900	-66%	\$29,000	\$9,000	-69%		\$0	\$87,500	
Industry Specific Initiatives (3B)	\$800,000	\$0	\$141,000	\$280,417			\$200,000	\$187,475	-6%	\$152,000	\$105,455	-31%		\$87,500	\$449,161k in total available (after excluding projects in progress)	
Unit Initiatives (e.g. workshops/webinars)							\$100,000	\$1,953	-98%	\$300,000	\$140,614	-53%	\$545,603	\$330,000	\$128,103	
Closed (Workshop and Learning Materials)	\$360,000	\$0	\$225	\$0	\$498,864	\$1,000,000	\$0	\$0	0%	\$0	\$0	N/A	\$545,603	\$0	\$128,103	
Closed (Couriers and Copying)	\$8,000	\$1,191	\$505	\$163			\$0	\$0	0%	\$0	\$0	N/A		\$0		
Research & Content Development					\$0	\$815,000	\$200,000	\$0	-100%	\$440,000	\$134,545	-69%	\$680,455	\$350,000	\$330,455	
Publications/Subscriptions	\$10,000	\$0	\$449	\$300	\$749	\$5,000	\$1,500	\$1,580	4%	\$2,000	\$244	-88%	\$3,195	\$1,000	\$2,195	
Staff/Consultants	\$1,293,400	\$0	\$0	\$0	\$0	\$1,100,000	\$200,000	\$90,582	-55%	\$500,000	\$440,076	-12%	\$569,342	\$440,000	\$129,342	
Telecommunications	\$7,500	\$0	\$988	\$399	\$1,387	\$8,000	\$800	\$431	-46%	\$3,500	\$4,177	19%	\$3,392	\$3,000	\$392	
Travel	\$72,000	\$7,543	\$18,497	\$11,178	\$37,218	\$100,000	\$10,000	\$5,741	-43%	\$40,000	\$33,229	-17%	\$61,030	\$40,000	\$21,030	
Innovative Projects	\$400,000	\$0	\$0	\$57,167	\$57,167	\$342,833	\$110,000	\$57,167	-48%	\$285,666	\$76,584	-73%	\$209,082	\$100,000	\$109,082	
Website																
Main domain site	\$70,000	\$6,352	\$600	\$8,125	\$15,077	\$65,000	\$25,000	\$16,250	-35%	\$16,250	\$20,059	-34%	\$253,466	\$110,000	\$143,466	
Site maintenance	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$7,000	\$189	-97%	\$14,000	\$0	-100%	\$253,466	\$110,000	\$143,466	
Online tools (e.g. survey/webinar tools)	\$150,000	\$15,888	\$23,832	\$0	\$39,720	\$100,000	\$10,000	\$36	-100%	\$50,000	\$0	-100%	\$253,466	\$110,000	\$143,466	
Mobile App	\$280,000	\$0	\$0	\$0	\$0	\$75,000	\$25,000	\$0	-100%	\$60,000	\$0	-100%	\$253,466	\$110,000	\$143,466	
Closed (Staff)																\$0
Closed (Intro and wind down)	\$104,000	\$32,906	\$0	\$0	\$32,906	\$0	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	\$0	
Closed (Director)	\$525,000	\$70,348	\$160,319	\$77,500	\$308,167	\$0	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	\$0	
Closed (Support part-time)	\$225,000	\$12,307	\$33,917	\$16,550	\$62,774	\$0	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	\$0	
Transitional costs	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	0%	\$0	\$0	0%	\$200,000	\$200,000	\$0	
Closed (Capacity Building & Economy-wide)	\$140,000	\$12,500	\$8,848	\$0	\$21,348	\$0	\$0	\$28		\$0	\$0		\$0	\$0	\$0	
Total Expenses	\$5,310,000	\$288,527.64	\$505,947	\$503,528	\$1,298,004	\$4,214,000	\$985,400	\$421,314	-57%	\$1,976,516	\$1,022,457	-48%	\$2,839,957	\$1,622,300	\$1,218,456.54	
Remaining Funds						\$4,114,000	\$0							\$1,551,800		

Title	FTE	Annual Cost	Start	End	Duration	Total
Unit Manager	1		Jan-15	Jan-16	1.0	
Program Manager	1		Apr-15	Jul-17	2.3	
Admin & Events Officer	1		Mar-15	Jul-17	2.3	
Social/Comms Officer	1		Mar-15	Jul-17	2.3	
Unit Manager - contract	0.2		Jan-16	Jul-17	1.5	

\$1,095,192

FY1516 Costs		
Jul-15	Jan-16	50%
Jul-15	Jul-16	100%
Jul-15	Jul-16	100%
Jul-15	Jul-16	100%
Jan-16	Jul-16	50%

\$484,219

FY1617Costs		
Jul-16	Jan-17	32%
Jul-16	Jan-17	100%
Jul-16	Jan-17	100%
Jul-16	Jan-17	100%
Jul-16	Jan-17	0%

\$440,000