



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.


FOI Reference: CMTEDDFOI 2018-0136

| Information to be published                       | Status    |
|---|-----------|
| 1. Access application                             | Published |
| 2. Decision notice                                | Published |
| 3. Documents and schedule                         | Published |
| 4. Additional information identified              | No        |
| 5. Fees   | Waived    |
| 6. Processing time (in working days)              | 35        |
| 7. Decision made by Ombudsman                     | N/A       |
| 8. Additional information identified by Ombudsman | N/A       |
| 9. Decision made by ACAT                          | N/A       |
| 10. Additional information identified by ACAT     | N/A       |



The FOI Coordinator  
Skills Canberra  
Chief Minister, Treasury and Economic Development Directorate  
Via email: CMTEDDFOI@act.gov.au


**Re: FOI Request – ACT Freedom of Information Act**

I make an application in accordance with the ACT Freedom of Information Act, on behalf of the  for a copy of documents relating to Skills Canberra's *Women in Trades* policy, grants program and grants selection panel for the period 1 March 2018 to the present day as set out below:

- the minutes, notes and supporting material for all meetings held by the Grants Program selection panel in consideration of the grant application by UnionsACT, and also the application by the Master Builders Association ACT Branch;
- all emails sent to or from David Miller (Director, Skills Canberra) related to the grant application of UnionsACT, and also the grant application of the Master Builders Association ACT Branch;
- all emails sent to or from Mr. Miller to CMTEDD/Skills Canberra employees and/or members of the selection panel, that refer to the Master Builders Association ACT Branch in connection to the Women in Trades policy and grants program;
- all briefing documents prepared for the Minister for Skills by officers of CMTEDD/Skills Canberra in relation to the Women in Trades policy and/or grants program;
- the minutes and notes (but not emails) for all meetings held between officers/employees of CMTEDD/Skills Canberra in relations to consideration of *Women in Trades* policy and grants program;
- the emails, letters and other documents authored by employees of CMTEDD/Skills Canberra related to public relations and media-promotion associated with promoting or publicising the short-listed applications for the Women in Trades grants program.

Please advise me as soon as possible if you require additional information or clarity in regard to my request.

I look forward to an early response, and I would also appreciate an acknowledgement that this request has been received.






**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Our ref: CMTEDDDFOI 2018-0136



via email: 

Dear 

### **FREEDOM OF INFORMATION REQUEST**

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 31 May 2018.

Specifically, you are seeking “a copy of documents relating to Skills Canberra's Women in Trades policy, grants program and grants selection panel for the period 1 March 2018 to the present day (31 May 2018) as set out below:

- The minutes, notes and supporting material for all meetings held by the Grants Program selection panel in consideration of the grant application by UnionsACT, and also the application by the Master Builders Association ACT Branch;
- all emails sent to or from David Miller (Director, Skills Canberra) related to the grant application of UnionsACT, and also the grant application of the Master Builders Association ACT Branch;
- all emails sent to or from Mr. Miller to CMTEDD/Skills Canberra employees and/or members of the selection panel, that refer to the Master Builders Association ACT Branch in connection to the Women in Trades policy and grants program;
- all briefing documents prepared for the Minister for Skills by officers of CMTEDD/Skills Canberra in relation to the Women in Trades policy and/or grants program;
- the minutes and notes (but not emails) for all meetings held between officers/employees of CMTEDD/Skills Canberra in relations to consideration of Women in Trades policy and grants program;
- the emails, letters and other documents authored by employees of CMTEDD/Skills Canberra related to public relations and media-promotion associated with promoting or publicising the short-listed applications for the Women in Trades grants program.”

### **Authority**

I am an Information Officer appointed by the Director-General of CMTEDD under section 18 of the Act to deal with access applications made under Part 5 of the Act.

### **Timeframes**

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 20 July 2018

### **Third Party Consultation**

In making this decision, I completed consultation with a relevant third party in accordance with section 38 of the Act. The views of identified third party were taken into account in making this decision.

### **Decision on access**

Searches were completed for relevant documents and 40 documents were identified that fall within the scope of your request.

I have decided to grant full access to 19 documents, partial access to 16 documents, and exempt five documents from release. The information redacted in the documents I consider to be information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act.

I have included as Attachment A to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as Attachment B to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decision is below.

### **Statement of Reasons**

In reaching my access decision, I have taken the following into account:

- the Act;
- the content of the documents that fall within the scope of your request;
- the submissions made by the relevant third party; and
- the *Human Rights Act 2004*.

### **Exemption claimed**

My reasons for deciding not to grant access to the identified documents and components of these documents are as follows:

## Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interests lies. As part of this process I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

### Factors favouring disclosure (Schedule 2.1)

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest':

- (a) disclosure of the information could reasonably be expected to do any of the following:
- (iii) *inform the community of the government's operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community;*
  - (viii) *reveal the reason for a government decision and any background or contextual information that informed the decision.*

Having considered the factors identified as relevant in this matter, I consider that the release of information contained in these documents would inform the community of the government's operations, including the policies used by the government in its dealings with members of the community. The documents provided contain information on the formation of the grant program and show the assessment applied for each application.

The provided information also provides the background and contextual information used when deciding which applications were to be shortlisted, and reasons why others were not selected. The documents show how the selection panel considered factors such as: funds requested, value for money, innovation, training and other questions relevant to the shortlisting process.

I am satisfied that these factors favouring disclosure carry significant weight. However, this weight is to be balanced against the factors favouring non-disclosure.

### Factors favouring non-disclosure (Schedule 2.2)

Taking into consideration the information contained in the documents found to be within the scope of your request, I have also identified the following public interest factors in favour of non-disclosure are relevant to determine if release of the information contained within these documents is within the 'public interest'.

- (a) *disclosure of the information could reasonably be expected to do any of the following:*
- (ix) *prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004;*
  - (xi) *prejudice trade secrets, business affairs or research of an agency or person.*

Having reviewed the documents, I have considered the impact that releasing personal information contained in the documents may have on individuals. Contained in the documents are the names of the MBA employees and their resumes and the names of external members of the Women in Trades Grant Program. I am of the opinion that release of this information may prejudice the protection of these individuals' right to privacy or any other right under the *Human Rights Act 2004*. I am satisfied that this factor favouring non-disclosure should be afforded significant weight as it relates to the privacy of an individual.

I have also considered the impact that the release of some parts of the information contained in the documents may have on relevant third parties. Taking into account the submissions put to me by the relevant third party as part of the consultation undertaken in accordance with section 38 of the Act, I am satisfied that releasing this information would prejudice the business affairs of the third party as this information would disclose financial information and business affairs that are not publically available. In the case of *Re Mangan and The Treasury* [2005] AATA 898 the term 'business affairs' was interpreted as meaning 'the totality of the money-making affairs of an organisation or undertaking as distinct from its private or internal affairs'. I am satisfied that some of the information contained in the documents could impact the money making affairs of the MBA if released. Accordingly, I have decided to withhold from release this type of information.

Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that is not in the public interest to release, while releasing the rest of the documents will ensure the intent of the Act is met and will provide you with access to the majority of information held by CMTEDD within the scope of your request.

Folios 2-12, 14-54, 101-102, 112, 139-141, 143-145, 151, 154-145 of the identified documents are entirely composed of, or contain information that I consider, on balance, to be contrary to the public interest to disclose under the test set out in section 17 of the Act. Accordingly this information has been redacted.

### **Documents subject to third party review**

Documents 1-12 have been withheld pending the third party review period. You will be provided with these documents upon the conclusion of the third party review period, unless a review has been sought with the Ombudsman.

## **Charges**

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges would normally be applicable for this request because the total number folio's to be released to you is above the charging threshold of 50 pages however, in this instance, I have chosen to waive fees associated with your access application in accordance with section 107(2)(b) of the Act.

## **Online publishing – Disclosure Log**

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log after 25 July 2018. Your personal contact details will not be published.

You may view CMTEDD disclosure log at:

<https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>.

## **Ombudsman Review**

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman

GPO Box 442

CANBERRA ACT 2601

Via email: [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

## **ACT Civil and Administrative Tribunal (ACAT) Review**

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal

Level 4, 1 Moore St

GPO Box 370

Canberra City ACT 2601

Telephone: (02) 6207 1740

<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email [CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Riley', with a stylized flourish at the end.

Daniel Riley  
Information Officer  
Information Access Team  
Chief Minister, Treasury and Economic Development Directorate

20 July 2018



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## FREEDOM OF INFORMATION REQUEST SCHEDULE

| NAME       | WHAT ARE THE PARAMETERS OF THE REQUEST   | Reference NO.       |
|------------|--|---------------------|
| [REDACTED] | Documents relating to application assessments for the ACT Government's Women in Trades grant | CMTEDDFOI 2018-0136 |

| Ref No | Page number | Description  | Date        | Status  | Reason for Exemption   | Online Release Status |
|--------|-------------|--|-------------|---------|--|-----------------------|
| 1      | 1-13        | MBA Application<br><br><i>Please note that this document has been withheld pending third party review period</i>   | 18-Apr-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Schedule 2.2 (a)(xi) Business affairs | Yes                   |
| 2      | 14          | Attachment to Application – Letter of Support<br><br><i>Please note that this document has been withheld pending third party review period</i>               | 13-Apr-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Schedule 2.2 (a)(xi) Business affairs | Yes                   |
| 3      | 15          | Attachment to Application – Letter of Support<br><br><i>Please note that this document has been withheld pending third party review period</i>               | 13-Apr-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Schedule 2.2 (a)(xi) Business affairs | Yes                   |
| 4      | 16          | Attachment to Application – Letter of Support<br><br><i>Please note that this document has been withheld pending third party review period</i>               | 11-Apr-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Schedule 2.2 (a)(xi) Business affairs | Yes                   |
| 5      | 17-42       | Attachment to Application – Financial report<br><br><i>Please note that this document has been withheld pending third party review period</i>                | 18-Sep-2017 | Exempt  | Schedule 2.2 (a)(xi) Business affairs  | Yes                   |
| 6      | 43          | Attachment to Application – Letter of Support<br><br><i>Please note that this document has been withheld pending third party review period</i>               | 16-Apr-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Schedule 2.2 (a)(xi) Business affairs | Yes                   |
| 7      | 44          | Attachment to Application – Labour Hire Certificate<br><br><i>Please note that this document has been withheld pending third party review period</i>         | 27-Oct-2017 | Exempt  | Schedule 2.2 (a)(xi) Business affairs  | Yes                   |
| 8      | 45-46       | Attachment to Application – MBA Work Insight Program Budget<br><br><i>Please note that this document has been withheld pending third party review period</i> |             | Exempt  | Schedule 2.2 (a)(xi) Business affairs  | Yes                   |

|    |         |  |             |         |  |     |
|----|---------|--|-------------|---------|--|-----|
| 9  | 47      | Attachment to Application – Letter of Support<br><br><i>Please note that this document has been withheld pending third party review period</i>           | 12-Apr-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Schedule 2.2 (a)(xi) Business affairs | Yes |
| 10 | 48      | Attachment to Application – QBE Certificate of currency<br><br><i>Please note that this document has been withheld pending third party review period</i> | 05-Jul-2018 | Exempt  | Schedule 2.2 (a)(xi) Business affairs  | Yes |
| 11 | 49      | Attachment to Application – Letter of Support<br><br><i>Please note that this document has been withheld pending third party review period</i>           | 15-Apr-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Schedule 2.2 (a)(xi) Business affairs | Yes |
| 12 | 50-52   | Attachment to Application – Resumes<br><br><i>Please note that this document has been withheld pending third party review period</i>                     |             | Exempt  | Schedule 2.2 (a)(ii) Personal privacy  | Yes |
| 13 | 53-54   | Email  | 13-Mar-2018 | Full    | Out of scope content removed   | Yes |
| 14 | 55-58   | Brief to Minister for Higher Education, Training and Research  | 29-Mar-2018 | Full    | Out of scope content removed   | Yes |
| 15 | 59      | Attachment A to Brief – Media release  |             | Full    |  | Yes |
| 16 | 60-100  | Attchment B to Brief – Application guidelines  |             | Full    |  | Yes |
| 17 | 101-103 | Arrangements Brief   |             | Full    | Schedule 2.2 (a)(ii) Personal privacy<br>Out of scope content removed          | Yes |
| 18 | 104-107 | Attachment A to Arrangements Brief   |             | Full    |  | Yes |
| 19 | 108     | Attachment B to Arrangements Brief   |             | Full    |  | Yes |
| 20 | 109     | Attachment C to Arrangements Brief   |             | Full    |  | Yes |
| 21 | 110     | Attachment D to Arrangements Brief   |             | Full    |  | Yes |
| 22 | 111     | Email Chain  | 19-Apr-2018 | Partial | Out of scope content removed   | Yes |
| 23 | 112-113 | Email Chain  | 3-May-2018  | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Out of scope content removed          | Yes |
| 24 | 114-122 | Attachment to Email – Evaluation Plan  |             | Full    |  | Yes |
| 25 | 123-125 | Attachment to Email – Deed of Confidentiality Public Servants  |             | Full    |  | Yes |
| 26 | 126-129 | Attachment to Email – Deed of Confidentiality Non-Public Servants  |             | Full    |  | Yes |

|                         |         |                                       |             |         |  |     |
|-------------------------|---------|---------------------------------------|-------------|---------|--|-----|
| 27                      | 130-133 | Attachment to Email – Evaluation Form |             | Full    |  | Yes |
| 28                      | 134-135 | Email Chain                           | 8-May-2018  | Full    |  | Yes |
| 29                      | 136     | Email                                 | 14-May-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Out of scope content removed  | Yes |
| 30                      | 137-138 | Email Chain                           | 16-May-2018 | Full    | Out of scope content removed   | Yes |
| 31                      | 139-140 | Email Chain                           | 17-May-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Out of scope content removed  | Yes |
| 32                      | 141-142 | Email Chain                           | 22-May-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy  | Yes |
| 33                      | 143     | Email                                 | 22-May-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Out of scope content removed  | Yes |
| 34                      | 144-146 | Attachement to Email – Panel Scores   |             | Full    | Schedule 2.2 (a)(xi) Business affairs<br>Out of scope content removed  | Yes |
| 35                      | 147-148 | Email Chain                           | 22-May-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy<br>Out of scope content removed  | Yes |
| 36                      | 149     | Email                                 | 22-May-2018 | Full    |  | Yes |
| 37                      | 150-153 | Attachment to email                   |             | Full    | Out of scope content removed   | Yes |
| 38                      | 154     | Email                                 | 23-May-2018 | Partial | Schedule 2.2 (a)(ii) Personal privacy  | Yes |
| 39                      | 155     | Email                                 | 30-May-2018 | Full    |  | Yes |
| 40                      | 153-159 | Email Chain                           | 30-May-2018 | Partial | Schedule 2.2 (a)(xi) Business affairs<br>Schedule 2.2 (a)(ii) Personal privacy<br>Out of scope content removed | Yes |
| <b>Total No of Docs</b> |         |                                       |             |         |  |     |
| 40                      |         |                                       |             |         |  |     |

## INTRODUCTION

This Application must be completed by entities applying for grants under the 2018 ACT Women in Trades Grants Program.

Supplementary information, including the Application Guidelines and related documents, can be found [here](#). Please read the Application Guidelines before completing the Application Form. If you have any questions, you can contact a Skills Canberra Manager:

Phone: (02) 6205 8555

Email: [skills@act.gov.au](mailto:skills@act.gov.au)

## ELIGIBILITY

\* indicates a required field

Before completing this application form, please read the Application Guidelines available [here](#).

**Do you have an ACN or ABN? \***

- Yes
- No
- In the process of obtaining an ACN/ABN

**Are you prepared to enter into a formal agreement with the ACT Government that reflects the amount and terms of the financial assistance offered? \***

- Yes
- No

**Do you have physical presence in the ACT? \***

- Yes
- No

Physical presence can be interpreted as having staff or members based in the ACT. Grant funded activities must occur in the ACT.

## ORGANISATIONAL INFORMATION

\* indicates a required field

**Name of Organisation \***

Master Builders Association of the ACT

**Type of Organisation \***

- Public
- Private

# Women in Trades

# Women in Trades

## Application 00004 From Master Builders Association of the ACT

### Is it a Consortium? \*

- Yes  
 No

### Phone Number \*

Sch 2 s2.2(a)(ii)

alian phone number.

### Contact Email \*

Sch 2 s2.2(a)(ii)

ddress.

### Applicant Primary Website

<http://www.mba.org.au>

Must be a URL.

### Address \*

1 Iron Knob St  
 Fyshwick ACT 2609 Australia

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### Briefly describe your organisation \*

The Master Builders Association of the ACT (MBA ACT) is the peak industry body covering all sectors of the building and construction industry in Canberra and the surrounding region. MBA ACT provides member services, training, and advocacy and lobbying for the benefit of all members and potential members of the organisation. MBA ACT represents quality in the industry, builds strong relationships and employs experienced knowledgeable staff. Our association offers a range of benefits to more than 1200 members across commercial, residential, civil, professional, supplier and subcontractor sectors. MBA ACT is a Registered Training Organisation (RTO) No. 88163 and a Group Training Organisation (GTO) providing current training to meet the needs of the industry.

MBA's GTO employs 80 apprentices across disciplines including in Carpentry, Plumbing and Civil Construction. The RTO trains in excess of 200 carpenters employed by MBA as well as local builders and contractors in the ACT and region.

no more than 150 words

### Applicant ABN

62 130 865 253

| Information from the Australian Business Register |  |
|---|--|
| ABN   | 62 130 865 253                                   |
| Entity name                                       | MBA Group Training Limited                       |
| ABN status  | Active   |
| Entity type                                       | Australian Private Company                       |
| Goods & Services Tax (GST)                        | Yes  |
| DGR Endorsed                                      | No   |
| ATO Charity Type                                  | Charity <a href="#">More information</a>         |
| ACNC Registration                                 | Registered                                       |
| Tax Concessions                                   | FBT Rebate, GST Concession, Income Tax Exemption |

Main business location 2609 ACT  
Information current as at 12:00am yesterday

Must be an ABN.

**How many (full time equivalent) employees does your organisation currently have? \***

31

Must be a number.

**Is your organisation forming a collaboration/partnership in implementing the project? \***

Yes

No

**If yes, describe the nature of the partnership(s) and roles of each partner**

Must be no more than 250 words.

**What is your capacity to successfully undertake the proposed project? \***

Sch 2 a2.2(a)(xi)

no more than 400 words

Please detail your organisation's experience and access to expertise and resources required to deliver the proposed project.

**Who are your project team members? \***

Sch 2 a2.2(a)(xi)

Must be no more than 400 words.

Please list your project team and the skills they bring to the project. Provide CV's where relevant through the 'File upload' link below.

#### **Project team CVs**

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Filename: Resumes - womens in trades.docx

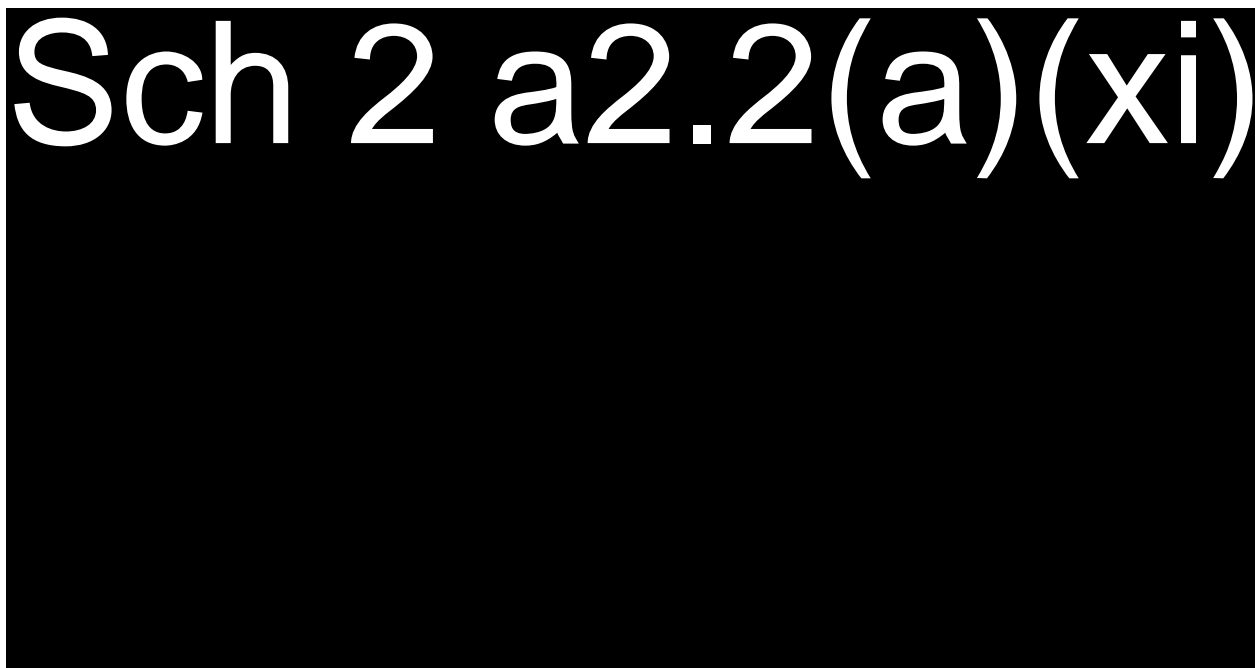
File size: 18.5 kB

**What previous relevant experience does your organisation have in this sector? \***

As the leading GTO for construction in the ACT, MBA currently trains female apprentices in carpentry and directly employs five as MBA employees. MBA works with, and educates over 50 host employers of the industry, predominantly subcontractors or organisations that employ less than 20 staff.

As a RTO and a recipient of government and commercial funding, MBA has a particularly robust, multi-faceted governance and accountability framework. We are committed to excellence in vocational education through planning, monitoring, evaluation and continual improvement.

MBA has provided and continues to provide training solutions to a variety of demographics including Australian School Based Apprentices, school leavers, career changers, mature aged workers, males and females. Training is provided in a range of course levels spanning Certificate II in Construction through to the Certificate IV in Building Construction (Building). We have demonstrated a commitment to up-skilling business and industry in the ACT and surrounding region by responding to industry demand for new courses. Over the last 12 months, we have introduced new training in workplace impairment as a result of recent changes to entry on site requirements imposed by large commercial contractors to enforce safety. Our range of Nationally Recognised short courses assist our customers abide by ACT and NSW licencing requirements and contribute to ensuring the construction industry in the ACT is properly skilled in their areas of expertise.



Must be no more than 500 words.

**Please upload all relevant files.**

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Filename: Sch 2 a2.2(a) LoS.pdf  
File size: 262.7 kB

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Filename: Sch 2 a2.2(a)(xi).pdf  
File size: 262.2 kB

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Filename: Sch 2 a2.2(a) LoS.pdf  
File size: 306.5 kB

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Filename: GT Signed Accounts 2017 (003).pdf  
File size: 602.6 kB

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Filename: LoS Sch 2 a2.2(a).pdf  
File size: 313.8 kB

# Women in Trades

## Women in Trades

### Application 00004 From Master Builders Association of the ACT

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Filename: MBA Insurance.pdf

File size: 50.7 kB

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Filename: MBA Work Insight Program Budget.pdf

File size: 208.1 kB

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Filename: Sch 2 a2.2(a)(xi) LoS.pdf

File size: 426.4 kB

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Filename: Sch 2 a2.2(a) Insurance.pdf

File size: 75.5 kB

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Filename: Sch 2 a2 LoS.pdf

File size: 300.5 kB

Upload all attachments related to this application (e.g. ABN, annual reports, financial reports, insurance, resume of project team, reference letters, itemised budget, etc.)

## PROJECT INFORMATION

\* indicates a required field

### **Title of the project \***

MBA Work Insight Program

### **Project start date \***

25/06/2018

Must be a date.

### **Project end date \***

24/06/2021

Must be a date.

### **Program fund objective that will be addressed \***

- Increase the take up of women in a male dominated trade
- Improve and expand employer-apprentice connections addressing barriers for employers and women to link and network
- Contribute to the understanding of best practices for recruiting and retaining women in trades, and being able to promulgate findings more broadly

Please select all that apply

In the question below, please address the following:

- How does the project address the Grants Program Objectives?
- How is the proposed project innovative?
- What is your understanding of the sector and issues?
- Desired results/outcomes
- How will the project benefit the ACT VET sector?
- How will obligations under WHS legislation be addressed for project activities?

### **Description of project activities \***

The Grants Program Objectives represent our core business goals and exemplify what we do best as an RTO and GTO. That is, attract, recruit, maintain and train apprentices without bias, judgement or prohibition, for the benefit of the ACT economy, our students and the broader industry.

# Sch 2 a2.2(a)(xi)

## a. Course Program Overview.

The MBA Work Insight Program is a four week program designed to provide transferable work ready skills through the delivery of Nationally Recognised Units of Competency, across multiple disciplines in the construction industry. This includes: Carpentry, Plumbing, Civil Construction and Electrical occupations. Industry employers, employees, life coaches and a well-being mentor, will be heavily involved from the program outset. Industry specialists assist with the coordination of the site experience, exposing the females to all aspects of the trade, a vital component to program success. Sch 2 a2.2(a)(xi)

b. Program detail - Objective 2: Improve and expand employer-apprentice connections addressing barriers for employers and women to link and network.

Sch 2 a2.2(a)(xi)

# Women in Trades

## Women in Trades

### Application 00004 From Master Builders Association of the ACT

#### Sch 2 a2.2(a)(xi)

2. Information session. The information session will showcase the MBA program and include guest speakers from the construction industries leading women presenting insight on their own personal experiences.

Female participants attending this session will be provided with application forms to apply for the MBA Work Insight Program. 15 participants per course will be selected following this initial recruitment.

Week 1 - face-to-face delivery. Training will be facilitated 8 am – 4 pm at 1 Iron Knob Street Fyshwick.

- MBA Induction – PPE measure, fit and collect.
- Training in 10675NAT - Asbestos Awareness.
- Training in CPCCWHS1001 Prepare to work safely in the construction industry (white card).
- Life coach presentations and matching of female participants with life coaches for the program.
- Well being check with Well Being Support Mentor from OzHelp.
- Introduction of MBA Field Officers and Funding Officer.
- Guest presentations from MBA Board.

Week 2

- Training in CPCCPHS2002A Apply OHS requirements, policies and procedures.

Week 3

- Guest presentations from a range of Host Employers.
- Well being check with Well Being Support Mentor from OzHelp.
- Life Coach one on one sessions.
- Training in Introduction to Manual Handling.
- Full day site visits.

Week 4

- Training in CPCCCM2007 Use explosive power tools.
- Guest presentations from a range of Host Employers.
- Guest presentations from MBA Board.
- Guest presentations from female apprentice ambassadors.
- 2 x Full day site visits.

Following the four week training and work site experience, participants are able to establish whether the construction industry meets their expectations. Research has identified a reason why females are not attracted to male dominated roles is the negative perception of the industries, or anecdotal feedback from others about a negative experience. Through the strategic design and development of this innovative program, MBA is committed to reducing this perception through a hands on practical experience, with industry leaders and ambassadors to support the program design and influence the females during the program.

Our ultimate objective is to provide a positive experience resulting in women aspiring to long-term employment with the MBA. The program will provide an avenue for employment of 10 females who wish to undertake an apprenticeship in Carpentry, Plumbing or Civil Construction. Female life coaches will continue their roles during the apprentice employment with MBA.

Must be no more than 1000 words.

Risk assessment and risk management plan \*

Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

Demonstrate how results and practice will be promulgated and how 'best practice' can be furthered \*

Sch 2 a2.2(a)(xi)

## BUDGET

\* indicates a required field

**Total project cost \***

\$128,970.00

Must be a dollar amount.

**Total amount requested \***

\$64,485.00

Must be a dollar amount.

**What other Government funding have you received? \***

MBA currently holds an ACT Funding Agreement to deliver government subsidised training to eligible students in Australian Apprenticeships (User Choice) in Certificate III in Carpentry.

Outside of this funding agreement, MBA does not receive further government funding.

**Provide your GST project budget (GST inclusive) \***

140,169.00

Project activities

| Activity description     | Your contribution (optional) | ACT Government contribution |
|--------------------------|------------------------------|-----------------------------|
| <b>Sch 2 a2.2(a)(xi)</b> |                              |                             |
|                          |                              |                             |
|                          |                              |                             |
|                          |                              |                             |
|                          |                              |                             |
|                          |                              |                             |
|                          | Must be a dollar amount.     | Must be a dollar amount.    |

Suggested Milestone Schedule

The ACT Government will pay in arrears of completed milestones, with the exception of the initial payment upon contract signature. Subsequently, payments will be made on a half yearly basis (i.e. every six months).

Should your application be successful, the information provided on this table will be used to inform your Deed of Grant. It is important that you be mindful of cash flow, as once the initial upfront payment has been exhausted you will be paid in arrears. Accordingly, you will need to cover 2018 ACT Women in Trades Grants Program funding costs until you are reimbursed.

Project milestones

| Milestone number | Milestone description               | Completion date | Fund contribution        | Cumulative fund contribution |
|------------------|-------------------------------------|-----------------|--------------------------|------------------------------|
| 1                | Completion of Work Insig            | 01/08/2018      | <b>Sch 2 a2.2(a)(xi)</b> |                              |
| 2                | 6 months of employment and training | 01/02/2019      |                          |                              |

# Women in Trades

## Women in Trades

### Application 00004 From Master Builders Association of the ACT

|                             |                                  |                 |                          |                          |
|-----------------------------|----------------------------------|-----------------|--------------------------|--------------------------|
| 3                           | 12 month employment and training | 01/08/2019      | Sch 2 a2.2(a)(xi)        |                          |
| 4                           | 18 month employment and training | 01/02/2020      |                          |                          |
| 5                           | 24 month employment and training | 01/08/2020      |                          |                          |
| 6                           | 36 month employment and training | 01/02/2021      |                          |                          |
| 7                           | 48 month employment              | 01/08/2021      |                          |                          |
|                             |                                  |                 |                          |                          |
| e.g. 1<br>Must be a number. | e.g. 'Initial payment'           | Must be a date. | Must be a dollar amount. | Must be a dollar amount. |

## CERTIFICATION

\* indicates a required field

I certify that;

- I have read the 2018 ACT Women in Trades Grants Program Application Guidelines and to the best of my knowledge this Application is eligible under those criteria;
- I understand and accept that the ACT Government may be required to liaise with other organisations, including Commonwealth Government Departments, in relation to applications for assistance. I agree to the release of detailed information by these organisations to officers of the ACT Government;
- I understand and accept that should the application be successful, a formal agreement will need to be executed with the ACT Government prior to funding;
- I understand and accept that if the application is offered funding, the project title, project outcome, total cost, total eligible expenditure and details of the grant support offered may be published by the ACT Government in material for the promotion of its programs or in reporting requirements to the ACT Legislative Assembly;
- I understand that proof of expenditure will be required before milestone claims are approved and paid;
- The information provided in this Application, including attachments, is true and correct to the best of my knowledge; and
- I understand that I may be contacted by the ACT Government for additional information or supporting documentation.

**I agree \***

- Yes  
 No

Privacy Notice

## Women in Trades

## Women in Trades

### Application 00004 From Master Builders Association of the ACT

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in Skills Canberra's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal or commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

You are now coming to the end of your application process. Before you hit **NEXT** at the bottom of this page to **REVIEW** and **SUBMIT**.

Sch 2 a2.2(a)(xi)

MBA Group Training Limited  
1 Iron Knob St  
Fyshwick ACT 2609

**Re: ACT Women's in Trade Grants Program**

Sch 2 a2.2(a)(xi) supports the application by MBA Group Training Limited (MBA ACT) towards the ACT Women's in Trade Grants Program.

Members of our association are in the best position to implement strategies that will provide opportunities for more women to commence and complete non-traditional trade apprenticeships in the ACT. Our industry has a long history in implementing similar successful programs across all states and regions.

We are pleased to support this application and we would encourage the ACT Government to strongly consider providing MBA ACT a grant under this program.

If you have any questions please feel free to contact me.

Yours Sincerely

Sch 2 s2(a)(ii)

# Sch 2 s2(a)(xi)

13<sup>th</sup> April 2018

To whom it may concern,

As a current host employer of MBA I am currently providing the onsite experience for a female apprentice currently in second year of the trade qualification.

**Sch 2 s2(a)(ii)** brings a range of skills and diversity to the worksite. As a female she is determined and hard working to succeed in the industry.

I have no problem in delegating her tasks as she will confidently seek advice and assistance if required.

I would have no problem in employing a further female apprentice for future work projects.

Regards

**Sch 2 s2(a)(ii)**

# Sch 2 a2.2(a)(xi)

11 April 2018

Sch 2 s2(a)(ii)

Commercial Director  
ACT Master Builders Group Training  
1 Iron Knob St  
FYSHWICK ACT 2609

Dear Sch 2 s2(a)(ii)

## RE: LETTER OF SUPPORT

On behalf of the Sch 2 a2.2(a)(xi) I am pleased to be able to support and acknowledge the training undertaken by MBA Group Training. I have been fortunate to have first-hand knowledge of the quality training and support services that you have offered to Apprentices and ASBAs in the ACT and surrounding region over the past 16 years.

Sch 2 a2.2(a)(xi) is pleased to support the ACT MBA Group Training's application for an ACT Skills Canberra Grant for Women in Construction and also your organisations endeavour to increase the intake of women in male dominated trades.

I am sure that the training that you offer and provide to these women will be best practice with a focus on WH&S and quality.

We wish you well in your application and if further information or clarification is required I can be contacted on Sch 2 s2(a)(ii) or email Sch 2 s2(a)(ii)

I look forward to working with you and members of your organisation on this matter.

Yours sincerely

Sch 2 s2(a)(ii)

Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

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Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

16 April 2018

To whom it may concern

As the President of the Master Builders Association of the ACT, I fully support the submission by the organisation for the Women in Trades Grant Program.

I have been involved with MBA ACT for the past 10 years. In that time I have observed the increase in recruitment and training of women in construction by the organisation. A statistic that I am proud to attest is MBA training 50% of female apprentices in the Certificate III in Carpentry in the ACT.

This is resulted from the high level of support of MBA trainers, ongoing contact and placement with suitable employers by the MBA Field Officers and educating MBA Host Employers of the many benefits a female can bring to the workplace.

My involvement in this program would be to mentor and coach aspiring females to enter the industry and join MBA through employment opportunities. I am able to speak first hand of my own experience of the industry and provide advice on how to overcome obstacles and challenges that are presented.

Yours sincerely

Sch 2 s2(a)(ii)

Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

Sch 2 a2.2(a)(xi)

# Sch 2 a2.2(a)(xi)

Sch 2 s2(a)(ii)

Executive Director

Master Builders Association of the ACT

Dear Sch 2 s2(a)(ii)

## Letter of Support

This letter provides support to the MBA-ACT in relation to your application for funding to improve access to skills training for women in the building industry.

Sch 2 a2.2(a)(xi) has been providing training, support and counselling to MBA – ACT apprentices and any initiative that increases opportunity for young women to engage in trade's skills is seen to be a positive thing.

MBA – ACT have a strong commitment to caring for their team and in particular apprentices in their care and Sch 2 a2.2(a)(xi) is actively involved in supporting this by providing our proactive approach to wellbeing.

I would be pleased to provide further information that expands on this letter of support and I warmly commend the MBA – ACT in this exciting venture.

Sch 2 s2(a)(ii)

Sch 2 a2.2(a)(xi)

# Sch 2 a2.2(a)(xi)

15 April 2018

Sch 2 s2(a)(ii)

CHIEF EXECUTIVE OFFICER  
Master Builders Association of the ACT

RE: MBA REQUEST FOR FUNDING SKILLS TRAINING FOR WOMEN

Dear Sch 2 s2(a)(ii)

As per our discussion, I am pleased to support the MBA's request for funding from the ACT Government as I am fully aware of your association long commitment to improving access to skills training for women in the building industry.

Your proposal will support a pre-apprenticeship program designed to provide females with a 4 weeks work insight program including 4 units of competency and work experience is an excellent proposal. The pre-apprenticeship programs are what is required to target this cohort as traditionally females do not undertake these types of the program at school or prior to entering employment. The MBA work insight program will provide exposure to the industry and gain an overall interest in a longer-term employment opportunity with MBA through an apprenticeship for women.

From my position as Sch 2 s2(a)(ii) I fully support the MBA application for this funding. Sch 2 a2.2(a)(xi) looks forward to these young women completing their apprenticeship as some of these women will eventually progress to undertake the Sch 2 a2.2(a)(xi)

Consequently, I reiterate my support for this MBA initiative.

Kind regards

Sch 2 s2(a)(ii)

Sch 2 a2.2(a)(xi)

Sch 2 s2(a)(ii)

Sch 2 s2(a)(ii)

Sch 2 s2(a)(ii)

---

**From:** McMullen, Stephanie  
**Sent:** Tuesday, 13 March 2018 3:34 PM  
**To:** EnterpriseCBR DLO <EnterpriseCBRDLO@act.gov.au>  
**Cc:** Enterprise <Enterprise@act.gov.au>; Miller, DavidJ <DavidJ.Miller@act.gov.au>  
**Subject:** RE: Request for update: **Out of Scope** & Women in Trades initiatives [SEC=UNCLASSIFIED]

Thanks Ash. As discussed, we will put together an email with an update on the initiatives and send through before Thursday.

We will also contact UnionsACT (Dave is back tomorrow and is probably the most appropriate person do this).

Cheers  
Steph

---

**From:** Savage, Ashleigh **On Behalf Of** EnterpriseCBR DLO  
**Sent:** Tuesday, 13 March 2018 3:28 PM  
**To:** McMullen, Stephanie <[Stephanie.McMullen@act.gov.au](mailto:Stephanie.McMullen@act.gov.au)>  
**Cc:** Enterprise <[Enterprise@act.gov.au](mailto:Enterprise@act.gov.au)>; Miller, DavidJ <[DavidJ.Miller@act.gov.au](mailto:DavidJ.Miller@act.gov.au)>  
**Subject:** FW: Request for update: **Out of Scope** & Women in Trades initiatives [SEC=UNCLASSIFIED]

Hi Steph,

See below request – could you please action?

Regards,

**Ashleigh Savage | Directorate Liaison Officer - Economic Development**  
**Office of the Chief Minister | Office of Minister Ramsay | Office of Minister Fitzharris**  
Chief Minister, Treasury and Economic Development Directorate | ACT Government  
☎ (02) 6205 4643 | ✉ [EnterpriseCBRDLO@act.gov.au](mailto:EnterpriseCBRDLO@act.gov.au) | ACT Legislative Assembly, 196 London Circuit Canberra City ACT 2601

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**From:** Attridge, Vanessa  
**Sent:** Tuesday, 13 March 2018 3:27 PM  
**To:** EnterpriseCBR DLO <[EnterpriseCBRDLO@act.gov.au](mailto:EnterpriseCBRDLO@act.gov.au)>  
**Cc:** Miller, DavidJ <[DavidJ.Miller@act.gov.au](mailto:DavidJ.Miller@act.gov.au)>  
**Subject:** Request for update: **Out of Scope** & Women in Trades initiatives [SEC=UNCLASSIFIED]

Hi Ash,

I note Dave Miller is away today so sending to you – can we pls seek an update on the **Out of Scope** & Women in Trades initiatives? Minister is meeting with relevant unions on Thursday and we need an update before then.

Also can Skills CBR please contact Unions ACT tomorrow to give them an update as well? Grateful if you can please confirm.

Many thanks,

Nessa

**Vanessa Attridge** | Chief of Staff  
**Office of Meegan Fitzharris MLA**  
Member for Yerrabi  
Minister for Health and Wellbeing  
Minister for Transport and City Services  
Minister for Higher Education, Training and Research

P. (02) 6205 3502 | E. [vanessas.attridge@act.gov.au](mailto:vanessas.attridge@act.gov.au)





MINISTERIAL BRIEF

Chief Minister, Treasury and Economic Development Directorate

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|                         |  |                               |
|-------------------------|--|-------------------------------|
| <b>To:</b>              | Minister for Higher Education, Training and Research   | Tracking No.: CMTEDD2018/1476 |
| <b>Date:</b>            | 26 March 2018  |                               |
| <b>From:</b>            | Executive Director, Innovate Canberra  |                               |
| <b>Subject:</b>         | Women in Trades Program Fund Announcement  |                               |
| <b>Critical Date:</b>   | 27 March 2018  |                               |
| <b>Critical Reason:</b> | To announce a 'Call for Applications' for the 2018 ACT Women in Trades Program Fund on 29 March 2018 |                               |

- DDG .../.../...

**Purpose**

To seek your approval to announce the commencement of the 2018 ACT Women in Trades Program on 29 March 2018 and to disseminate the media release.

**Recommendations**

That you agree to announce the commencement of the program and distribute the associated media release provided at Attachment A.

**Agreed / Not Agreed / Please Discuss**

Meegan Fitzharris MLA ..... *[Signature]* ..... 29/3/18

|                            |
|----------------------------|
| Minister's Office Feedback |
|----------------------------|

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**Background**

1. On 25 February 2018 you agreed to the establishment of 2018 ACT *Women in Trades Program Fund* and **Out of Scope** to allow for the \$1 million Election Commitment funds to support targeted activities through Grants.
2. The Program Funds will allow the ACT Government to make funds available to eligible organisations, both public and private, to support innovative activities aimed at addressing the issues and objectives for these initiatives.

# Out of Scope

**Issues**

4. A media event scheduled for 29 March 2018 is under preparation (details in the Media Implications section), in consultation with your office, CMTEDD Communications and Skills Canberra. This event will announce the launch of *2018 ACT Women in Trades Program Fund* accompanied by a media release provided for your distribution at Attachment A. The media event will announce the *Women in Trades Program Fund* only, acknowledging the time required for the **Out of Scope** options to be determined. A separate media announcement will be made, if necessary, to launch the **Out of Scope** at a later date.
5. A 'Call for Applications' will be announced on 29 March 2018 to invite eligible organisations to apply for *2018 ACT Women in Trades Program Funds* following a detailed Application Guideline. A draft is provided at Attachment B which is in the process of being finalised and branded by Publishing Services.
6. The Application Guideline details the eligibility criteria, the process and information requirements for lodging the application along with key dates. The Application Guideline also provides information about the evaluation process and the evaluation criteria against which the Evaluation Panel will select the projects to Fund.
7. An information session will be held on 4 April 2018 for potential applicants for the *2018 ACT Women in Trades Program Fund*. Skills Canberra will also inform relevant stakeholders about the program launch.
8. It is anticipated that the evaluation process will be completed in mid-June 2018 and project rollout can commence in late June 2018.

**Financial Implications**

9. A second round of 'Call for Applications' may be announced at a later date subject to the number and quality of applications received during the first round.

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10.

# Out of Scope

**Consultation**Internal

11. Consultation has occurred with CMTEDD Communications to organise the media event on 29 March 2018. CMTEDD Communications has also provided input into the media release.

Cross Directorate

12. Nil.

External

13. Nil.

**Benefits/Sensitivities**

14. Nil.

**Media Implications**

15. A media release, provided at Attachment A has been prepared for your distribution, to be published on 29 March 2018.
16. You will announce the launch of the *2018 ACT Women in Trades Program Funds* at a media event on 29 March 2018. CMTEDD Communications and Skills Canberra have liaised with your office about the event arrangements. Media will be invited to attend to record the announcement. Skills Canberra will provide you with additional speaking notes closer to the event.
17. A qualified female electrician, an apprentice locksmith and an apprentice electrician from ACT Property Group will be present at the media event to share their personal experiences in pursuing careers in traditionally male dominated trades.
18. Social media promotion will complement the media event and release. Additionally, CMTEDD Communications is looking to develop a short video for promotion of women in trades.
19. Once details are confirmed, Skills Canberra will work with your office to arrange an appropriate announcement for the **Out of Scope**

Signatory Name: Ian Cox

Phone: 72004

Action Officer: Isik Caner

Phone: 57035

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**Attachments**

| <b>Attachment</b> | <b>Title</b>   |
|-------------------|--|
| Attachment A      | Draft media release announcing the 2018 ACT Women in Trades Program Fund -'Call for Applications'  |
| Attachment B      | 2018 ACT Women in Trades Program Fund Application Guideline (still subject to branding by CMTEDD Communications and Publishing Services) <ul style="list-style-type: none"><li>- includes Attachment B1 (template Deed of Grant) and Attachment B2 (Summary of Research)</li></ul> |

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# Media release

## MEEGAN FITZHARRIS MLA

Minister for Health and Wellbeing  
 Minister for Transport and City Services  
 Minister for Higher Education, Training and Research  
 Member for Yerrabi

29 March 2018

### ACT backs women in trades with new grants now open

The ACT Government is moving to improve gender balance in traditionally male-dominated trades with new grants now available to organisations in Canberra.

“This is about creating more and better jobs for a greater diversity of Canberrans,” said Minister for Higher Education, Training and Research, Meegan Fitzharris.

“Providing this funding delivers on an election commitment that is good for people, good for businesses, and good for the ACT economy.

“There are certain sectors of our job market where female participation hasn’t changed much in a decade, despite the obvious capacity of women to do these jobs.

“Boosting the number of women starting an apprenticeship in trades like building, plumbing, automotive, engineering and electro technology isn’t just about fostering gender equality – it’s about strengthening these industries by widening and diversifying their talent pool.

Applications are now open for grants from the Women in Trades Grants Program. Grant funding will be available on a competitive basis to support highly targeted projects that contribute to achieving positive outcomes for women seeking to enter trades.

More information about the Grants Program and the application process for organisations seeking funding in 2018 can be found at: <https://www.cmtedd.act.gov.au/enterprise-canberra2/skillscanberra/2018-act-women-in-trades-grants-program>

Statement ends

Date: 29 March 2018

Media contact:

Claire Johnston    T (02) 6205 0022    M 0499 993 930    E [clairev.johnston@act.gov.au](mailto:clairev.johnston@act.gov.au)

**ACT LEGISLATIVE ASSEMBLY**

Phone (02) 6205 0051

Email [fitzharris@act.gov.au](mailto:fitzharris@act.gov.au)

@MeeganFitzMLA

MeeganFitzharrisMLA

## **Application Guidelines: 2018 Women in Trades Grants Program**

### **Contents**

1. Introduction
2. Scope
3. Eligibility Criteria
4. Administrative Requirements
5. Available Funding
6. Payments
7. Reporting and Acquittal of Funds
8. Evaluation Criteria
9. Information Session
10. Application Process
11. Application Evaluation
12. Grant Management and Monitoring

### **Attachments**

- Attachment 1: ACT Women in Trades Research Summary
- Attachment 2: Deed of Grant Template

## 1. INTRODUCTION

The ACT Government is committed to supporting the growth and development of Canberra's vocational sector through specific outreach efforts with a focus on female and mature workers. In an aim to improve participation and productivity in the broader ACT economy, Skills Canberra is looking to fund activities that support women into trades. The details of the program and the process to apply for the available funds are outlined below.

### ***2018 ACT Women in Trades Program Fund***

The top five traditionally male dominated trade vocations in the ACT over the last 10 years have been carpentry, electrical, plumbing, automotive and telecommunications. Commencements by women in apprenticeships in electrical, automotive and telecommunications trades do not peak above 3%<sup>1</sup> while the statistics in carpentry and plumbing are negligible (less than 1%). A summary of research on relevant issues is provided at Attachment 1.

#### *Grant Objective*

The *2018 ACT Women in Trades Program Fund* is seeking applications from eligible organisations that aim to increase engagement with women and enrolments (in terms of recruiting and retaining women in pre-apprenticeships and apprenticeships) in male dominated trades<sup>2</sup> and address at least one of the following objectives:

**Objective 1:** Increase the take up of women in a male dominated trades;

**Objective 2:** Improve and expand employer-apprentice connections addressing barriers for employers and women to link and network; and

**Objective 3:** Contribute to the understanding of best practices for recruiting and retaining women in trades, and being able to promulgate findings more broadly.

Applications must address one or more objectives outlined above and demonstrate how they will contribute to increasing the participation of women in traditionally male dominated trade apprenticeships. Projects that take a more 'ecological/holistic approach'<sup>3</sup> considering multiple factors that influence the recruitment and retention of women in male dominated trades for sustainable positive outcomes for women will be prioritised. Additionally, collaborative approached and partnerships will be looked upon favourably.

## 2. ELIGIBILITY CRITERIA

In order to be eligible for funding applicants must:

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<sup>1</sup> Source: ACT Vocational Education and Training Administration Records System (Accessed 10/7/2017).

<sup>2</sup> Top 5 trades in terms of total commencements by both male and female apprentices in trade qualifications from 2007-2016 are Certificate III in Carpentry, Certificate III in Electrotechnology Electrician, Certificate III in Plumbing, Certificate III in Light Vehicle Mechanical Technology, Certificate III in Telecommunications. Whereas, the top 5 trade qualifications chosen by female apprentices (in order by highest female commencements to lowest female commencements) from 2007-2016 were Certificate III in Electrotechnology Electrician, Certificate III in Light Vehicle Mechanical Technology, Certificate III in Parks and Gardens, Certificate III in Cabinet Making, and Certificate III in Painting and Decorating.

<sup>3</sup> Refer to Victoria University research available at <http://vuir.vu.edu.au/34849/>

- be a public and private Australian based organisation or consortium with at least one member organisation based in the ACT;
- have an Australian Company Number (ACN) or an Australian Business Number (ABN);
- provide financial reports or annual reports,
- provide certificate of currency for public liability and workers compensation insurance;
- be able to contract with the ACT Government; and
- disclose all funding received from sources other than Skills Canberra for this project.

### 3. ADMINISTRATIVE REQUIREMENTS

Successful applicants must:

- enter into a Deed of Grant (the Deed) (template provided at Attachment 2) with the ACT Government which outlines the requirements of the Grants Program and the conditions under which the funding is awarded;
- report project outcomes and acquit the grant funding as outlined in Section 6 – Reporting and Acquittal of Funds of these guidelines;
- hold and keep current for the grant period, all insurance coverage required by law, including, but not limited to;
  - o workers compensation insurance
  - o public liability insurance for \$10 million or more per claim, including voluntary workers insurance cover if volunteers are engaged by the applicant;
- include an acknowledgement of the Grant Programs as a Skills Canberra initiative on all publicity relating to the 2018 ACT Grant Programs, including publications, promotional and advertising materials, public announcements and activities or any products or processes developed as a result of these guidelines;
- participate in publicity opportunities, including assisting in writing short article/s on the 2018 ACT Grant Programs and achievements for local and national newsletters and reports;
- collect and retain information on the project participants including the number of participants:
  - in total, along with their employment status and gender
  - identifying as an Aboriginal and/or Torres Strait Islander person
  - identifying as a victim of family and/or domestic violence
  - identifying as having a disability
  - identifying as retaining a culturally and linguistically diverse background who report that:
    - ✓ their first language spoken as a child was a language other than English, or
    - ✓ they speak a language other than English at home.
  - identifying as a young person (17-25) at risk
  - identifying as a woman seeking to return to work after an extended absence
  - identifying as a mature-age Canberran (45-59 years old)
  - identifying as a senior (age 60 years or older)

- identifying as a person with caring responsibilities

The Directorate may visit providers of projects funded under the 2018 ACT Grant Programs for the purpose of observation and gathering information.

#### 4. AVAILABLE FUNDING

Approximately \$500,000 will be made available in grants over three years under the Grants Program described above to support a small number of highly targeted projects.

There is no minimum/maximum amount of funding that can be sought but applicants will need to demonstrate that their application offers value for money.

The ACT Government will determine the number of projects to be funded based on the quality of responses received. Depending on how many projects are selected in the first round of the 'Call for Applications', and available funding, a second round may be announced.

Applicants are encouraged to match funds (up to 50%) provided through this Program Fund, The matched-funding element is not mandatory however it will be considered during the evaluation of the applications. The matched-funding component, if proposed, can comprise of purchased goods and services (cash expenditure), in-kind contributions (i.e. the value of the applicant's work time) or a combination of both. Matched-funding contributions must occur during the funded project and not prior.

##### *What will not be Funded*

- Applicant's existing services unless the applicant can demonstrate additionality outcomes
- Duplicative services that are already being delivered in the ACT
- Project set-up costs (office space, supplies, software, outsourcing of services)
- Staff travel and accommodation expenses
- Expenses incurred prior to signing the Deed of Grant

#### 5. PAYMENTS

The grants will be payable to the recipient in tranches, determined and negotiated during contract negotiation. An initial payment will be made available within 30 days of receipt of an invoice to the Directorate, following execution of the Deed. This initial payment will be negotiated during Grant negotiation stage. Once initial payments have been expended, subsequent funding support will reimburse costs already incurred and is payable half-yearly upon successful milestone completion.

Applications must propose amount of initial payment sought, reasonable milestones and corresponding payment schedule broken down by milestones for the entire duration of the program. This schedule will be finalised during the Deed of Grant negotiation process. Progress or completion of milestones must be reported in the half-yearly progress reports (see section 6- Reporting and Acquittal of Funds). Each milestone claim will require a written report of activities undertaken and outcomes achieved and must include suitable evidence of completion.

The proposed date for each milestone must be achievable and the activity measurable. With costs to be reimbursed at the successful completion of milestones it is advised that applicants be mindful of cash flow when determining milestones.

Grantees are required to provide evidence of all expenditure (activities funded under the Grant and matching-contribution if applicable) such as receipts, paid tax invoices and bank statements. The evidence of expenditure must show that payment has been made. This should be supported by photographs, screenshots, diagrams and/or demonstrations where relevant to demonstrate milestone completion.

If Grantees have negotiated at the Deed of Grant stage to claim internal wages as part of the grant funding, they are required to submit detailed timesheets. The timesheet must capture the hourly rate and hours worked against the funded activities identified in the Deed of Grant. Grantees cannot claim internal wages as part of the grant funding for activities not listed in the Deed of Grant.

## 6. REPORTING AND ACQUITTAL OF FUNDS

Successful applicants must expend the approved funds on the delivery of the 2018 ACT Grant Program funded activity by end of the project period as specified in the Deed. The recipient must complete and submit the following reports to the Directorate via [skills@act.gov.au](mailto:skills@act.gov.au)

- Half-yearly progress reports in the format provided in the Deed of Grant,
- half yearly acquittal of grant funds in the format provided in the Deed of Grant
- a complete and final project report on the template provided with the Deed of Grant

The format of the report and the acquittal must be as specified in the Deed and the templates provided must be used. Any funds remaining upon completion of the funded activity must be returned to the Directorate.

## 7. EVALUATION CRITERIA

Evaluation criteria are used in the evaluation of applications to select the most advantageous applications that best meet the objectives and requirements of the Program Funds and offer the best value for money.

Applications will be assessed against the following evaluation criteria.

| 1. Organisational Effectiveness  | 50% |
|--|-----|
| Understanding of the issues and factors impeding the take up of trades by women, both within their sector of domain expertise and also more generally; |     |
| Previous relevant experience in program delivery in similar or related initiatives, including a review of past approaches and the learnings gained;    |     |
| Staff capacity and capability to implement the program and activities outlined in the application  |     |
| Capability to engage with the target group and build a collaborative approach with other stakeholders  |     |

|   |             |
|---|-------------|
| Demonstrated match funding contribution   |             |
| <b>2. Activity Effectiveness</b>  | <b>50%</b>  |
| Originality of the proposed activities in addressing the objectives   |             |
| Responsiveness of proposals to references and research paper provided at Attachment 1.                              |             |
| Methodology and strategies used in proposed activities to address the Program Fund Objectives                       |             |
| Ability to identify linkages to other existing initiatives, both local and national, and how they will be leveraged |             |
| Proposed communication elements so outcomes can be shared beyond the direct parties involved                        |             |
| Demonstrated adherence to the Work Health Safety Act and Regulations  |             |
| <b>Total</b>  | <b>100%</b> |

## 8. EVALUATION PROCESS

The evaluation process will include the following steps:

### a) Compliance check

- meet the eligibility criteria (see Section 2)
- address at least one of the Program Fund objectives;
- propose new initiatives and not seek funds to support applicant's existing services unless the applicant can demonstrate additional outcomes;
- not be duplicative of ongoing projects/initiatives addressing women in trade;
- include a financial proposal with itemised budget for the entire duration of the project; and
- provide all information required by the application format.

In the instance of an incomplete application, Skills Canberra will contact the applicant requesting the required information be provided within 2 working days.

### b) List of applications published

A summary of each application will be posted on Skills Canberra website. Applicants are encouraged to review the published project summaries and identify opportunities for collaboration with other project applicants where there are synergies. ACT Government reserves the right to initiate discussions between applicants where it believes their collaboration would result in better formed projects.

Applicants that wish to proceed on this collaboration path will advise the ACT Government accordingly and will be given a second opportunity to re-submit their application by 9 May 2018, reflecting any collaboration they plan to undertake. Re-submission of applications does not guarantee being shortlisted. The re-submitted applications should clearly identify all activities, including the ones in the original application, revised budget, and clear lines of

roles and responsibilities by each organisation included in the application. The revised application must follow the same format used for the original application.

c) Shortlist applications

An Evaluation Panel will assess the written applications against the evaluation criteria and the value for money each application offers.

The Evaluation Panel will be comprised of Government officials, and may include industry experts, peak bodies or representatives provided the organisation or the individual does not have a conflict of interest. The Evaluation Panel members will be required to sign a Confidentiality and Conflict of Interest Undertaking and other disclosure documents.

d) In-person presentation by shortlisted applicants and final assessment

Shortlisted applicants will be invited to present their projects in a 30 minute presentation to the Evaluation Panel. A final selection will be made based on the Applicants' ability to demonstrate the suitability of their application to meet the requirements of the Grant Program. Reference checks may be considered by the Evaluation Panel before finalising the selections.

e) Successful applicants notified

Successful applicants will be notified by 5 June 2018. Contract negotiation will occur through early June 2018 with all projects expected to commence before 30 June 2017.

## 9. INFORMATION SESSION

Applicants are invited to attend the scheduled information session on the 2018 ACT Women in Trades Program Fund. The presentation from the session and FAQs arising from the information session will be made available on the <https://www.cmtedd.act.gov.au/enterprise-canberra2/skillscanberra/2018-act-women-in-trades-grants-program>

Webpage on the Skills Canberra website.

Date: 4 April 2018

Time: 3:00pm to 4:30pm

Location: To be determined

Registration: Registration is not mandatory but highly encouraged. Please email the name of the organisation along with the name and contact information of the person attending the Information session to [Skills@act.gov.au](mailto:Skills@act.gov.au) (to be determined) by 3 April 2018.

## 10. APPLICATION PROCESS AND KEY DATES

Applications for the Fund can be submitted online on SmartyGrants via <https://applicanthelp.smartygrants.com.au/>.

The 'Call for Applications' will open on 29 March 2018 and will remain open for three weeks. Applications must be submitted by close of business on 17 April 2018. Applicants will be provided with an acknowledgement receipt at the time of lodgement.

The details in the application must be complete and correct at the time of submission and no additional documents or attachments will be considered by the panel at a later date, unless requested.

Depending on how many projects are selected and the availability of funding, a second round of grants may be made available. However, the Government does not make any commitment to announce a second round at this stage.

Applications will be evaluated through a competitive process (see Section 7) consisting of an online application and a face-to-face presentation for shortlisted applicants.

| <b>Milestones</b>                                   | <b>Indicative Dates</b> |
|---|-------------------------|
| Announcement for Call for Proposals- Round One      | 29 March 2018           |
| Information Session                                 | 4 April 2018            |
| Submission closing date                             | 17 April 2018           |
| Summary of applications published on website        | 24 April 2018           |
| Opportunity to re-submit collaborative applications | 9 May 2018              |
| Notification to shortlisted Applicants              | 23 May 2018             |
| Presentation by shortlisted Applicants              | 29 May 2018             |
| Final Selection                                     | 5 June 2018             |
| Contract Negotiation                                | 6- 25 June 2018         |
| Announcement of Successful Applications             | 25 June 2018            |
| Project Commencement                                | 25-30 June 2018         |

## 11. COMPLAINTS PROCESS

Grievances or complaints relating to the 2018 ACT Women in Trade Program Fund, may be lodged by utilising the Chief Minister and Treasury Directorate Complaints Handling Process. Complaints/appeal must be lodged within 5 working days of the publication of final selection. The complaint/appeal must be made in writing and can be emailed to [CMTEDDCorporate@act.gov.au](mailto:CMTEDDCorporate@act.gov.au). The Delegate will review the complaint/appeal within 15 calendar days and inform the applicant of the final decision. This decision will be final and cannot be challenged.

## 12. GRANT MANAGEMENT AND MONITORING

Grantees are required to submit half-yearly progress reports including information on results/milestones achieved, measure of success, and funds acquittal in the format provided with the Deed of Grants. Skills Canberra reserves the right to request additional information and clarification on the information provided and visit the Grantee in person or visit training facilities utilised by the project. The Grantees are required to facilitate such visits if informed prior to the visit.

Skills Canberra reserves the right to conduct evaluations of the Program internally or externally. The Grantees are required to facilitate such evaluation by providing information

requested and by allowing access to the program documents, contact information and staff involved.

DRAFT



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# DEED OF GRANT

**Dated**

\_\_\_\_\_ 2018

**Parties**

**AUSTRALIAN CAPITAL TERRITORY**  
**Represented by the Chief Minister, Treasury**  
**and Economic Development Directorate**

**And [organisation name]**  
**ABN**

**2018 ACT [NAME OF GRANT] PROGRAM**

**Version**

**MARCH 2018**

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**PARTIES:** **AUSTRALIAN CAPITAL TERRITORY**, the body politic established by section 7 of the Australian Capital Territory (Self-Government) Act 1988 (Cwlth) (**Territory**) represented by the Chief Minister, Treasury and Economic Development Directorate.

[organisation name, ABN], of (Recipient).

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## BACKGROUND

- A. The Recipient submitted a proposal in a competitive funding process undertaken by the Territory in relation to the Application Guidelines 2018 ACT [Name of Grant] Program.
- B. The Territory has agreed to make and the Recipient has agreed to accept the Grant for the purpose of the Funded Activity on the terms and conditions of this Deed of Grant (this Deed).

IT IS AGREED by the parties as follows.

### 1. Interpretation

#### 1.1 Definitions

The following definitions apply in this Deed, unless the context otherwise requires.

|                                      |  |
|--------------------------------------|--|
| <b>WIT</b>                           | means the 2018 Women in Trades (WIT) Grants Program  |
| <b>Completion Date</b>               | means the date specified in <b>Item 3 Schedule 1</b> , and if a later date is subsequently agreed by the parties then that later date.   |
| <b>Contract Officer</b>              | means, in relation to each party, the representatives whose names and contact details are specified in <b>Item 6 Schedule 1</b> , or as notified from time to time by one party to the other.  |
| <b>Eligible Items of Expenditure</b> | means the items of expenditure specified in <b>Item 2 Schedule 2</b> .   |
| <b>Funded Activity</b>               | means the activity described in <b>Item 1 Schedule 2</b> .   |
| <b>Grant</b>                         | means the amount specified in <b>Item 2(1) Schedule 1</b> and any interest accruing on that amount after it has been paid to the Recipient.  |
| <b>Grant Material</b>                | means all material created, written or otherwise brought into existence as part of, or for the purpose of carrying out the Funded Activity including all reports (whether in draft or final form), documents, equipment, information and data stored by any means. |
| <b>GST</b>                           | has the same meaning as it has in the GST Act.   |

|  |   |
|--|---|
| <b>GST Act</b>                         | means the <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cwlth).  |
| <b>Ineligible Items of Expenditure</b> | means the items specified in <b>Item 3 Schedule 2</b> .   |
| <b>Invoice</b>                         | means an invoice that: <ul style="list-style-type: none"> <li>(1) if GST is payable in respect of any taxable supply made under this Deed, is a valid tax invoice for the purposes of the GST Act;</li> <li>(2) clearly sets out the details of the Funded Activity undertaken or to be undertaken and the amount that is due for payment, is correctly calculated and is in respect of the Funded Activity;</li> <li>(3) sets out or is accompanied by any other details or reports required under this Deed; and</li> <li>(4) is rendered as specified in <b>Item 2 (2) Schedule 1</b> (if any) and addressed to the Territory's Contract Officer.</li> </ul> |
| <b>Reporting Period</b>                | means the period in <b>Item 3 Schedule 1</b> , and if extended, the initial period and the extended period.   |
| <b>Special Condition</b>               | means any provision set out in <b>Schedule 3</b> .  |
| <b>Territory</b>                       | means: <ul style="list-style-type: none"> <li>(1) when used in a geographical sense, the Australian Capital Territory; and</li> <li>(2) when used in any other sense, the body politic established by section 7 of the <i>Australian Capital Territory (Self-Government) Act 1988</i> (Cwlth).</li> </ul>   |

## 1.2 General

In this Deed, unless a contrary intention is expressed:

- (1) references to "Recipient" includes any employees, agents and/or subcontractors of the Recipient;
- (2) references to legislation or to provisions in legislation include references to amendments or re-enactments of them and to all regulations and instruments issued under the legislation;
- (3) words importing a gender include the others; words in the singular number include the plural and vice versa; and where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;
- (4) "include" is not to be construed as a word of limitation;
- (5) headings have no effect on the interpretation of the provisions; and

- (6) an obligation imposed by this Deed on more than one person binds them jointly and severally.

## **2. Payment and Use of Grant**

### **2.1 Payment of Grant**

- (1) The Territory must pay the Recipient the Grant upon receipt of a correctly rendered Tax Invoice in accordance with the **Item 2 Schedule 1**.
- (2) The Territory will pay the Recipient an additional sum of \$10 (minimum) for each completed participant survey received in accordance with clause 8.1(3).
- (3) Nothing in this Deed is to be construed as creating an obligation, commitment or undertaking by the Territory to provide additional or further funding or assistance beyond that provided for in this Deed.

### **2.2 Use of Grant**

The Recipient must:

- (1) use the Grant only for the Funded Activity;
- (2) expend the Grant only on Eligible Expenses and not expend the Grant on Ineligible Expenses;
- (3) complete the Funded Activity in accordance with the Grant Period set out in **Item 1 Schedule 1**;
- (4) not use the Grant to purchase any asset or item of a capital nature without prior approval from the Territory; and
- (5) undertake the Funded Activity diligently and in accordance with this Deed.

## **3. Completion Date**

The Recipient must complete the Funded Activity by the Completion Date, unless extended or terminated under the provisions of this Deed.

## **4. GST**

Not applicable.

## **5. Records**

### **5.1 Obligation to keep records**

The Recipient must:

- (1) keep all records and accounts necessary to substantiate expenditure of the Grant in compliance with this Deed, including without limitation quotations, invoices and receipts;
- (2) maintain a complete and detailed record of:
- (a) expenditure of the Grant;
- (b) other money received and spent on the Funded Activity;
- (c) progress of the Funded Activity;

- (d) financial statements compatible with the Australian Accounting Standard with balance of funds remaining at reporting date and report as in **Item 3 Schedule 1**; and
  - (e) any other records in relation to the Grant that the Territory may reasonably require from time to time.
- (3) keep accounting records in accordance with the Australian Accounting Standard in relation to the Grant in such a manner as to enable them to be audited by the ACT Auditor-General or any other entity as directed by the Territory; and
  - (4) retain the records referred to in **this clause and clauses 7.1, 7.2 and 8.1** for at least seven (7) years following the completion of the Funded Activity or the expiration or termination of this Deed, whichever occurs first.

## 5.2 Access

- (1) To monitor and audit the Recipient's compliance with this Deed, the Territory may, during normal business hours and on reasonable notice, visit the Recipient's premises, or other premises at which the Funded Activity is occurring and inspect the records kept by the Recipient and the progress of the Funded Activity.
- (2) The Recipient must:
  - (a) provide the Territory with access to all premises and all records needed to substantiate compliance with this Deed and the progress of the Funded Activity,
  - (b) upon request by the Territory, make available to the Territory for inspection during business hours at a location specified by the Territory, all books, documents or other records in its possession, control or power relating to the Grant;
  - (c) provide the Territory with such assistance as may reasonably be necessary to enable the Territory to conduct an audit under **clause 5.2(1)**; and
  - (d) permit the Territory at its own cost, to take copies of any records which it considers relevant.

## 6. Territory Auditor-General

Any of the Territory's rights under **clause 5.2** may be exercised by the ACT Auditor-General, their delegate or any relevantly qualified person engaged to perform the functions of the Auditor-General, or any other entity as directed by the Territory.

## 7. Reporting and Acquittal

### 7.1 Reports

For the duration of the Reporting Period the Recipient must provide a written evaluation report as per **Annexure A** to the Territory at the times specified in **Item 3 Schedule 1**.

## 7.2 Acquittal

The Recipient must provide a declaration of financial acquittal as per Annexure B (confirmation money has been spent to support the Funded Activity as outlined in **Item 1 Schedule 2**) of the Grant to the Territory at the times specified in **Item 3 Schedule 1**.

## 7.3 Other notifications

The Recipient must keep the Territory reasonably informed about all matters which are likely to materially and adversely affect the timing, scope or cost of the Funded Activity or the Recipient's ability to carry on or complete the Funded Activity in accordance with this Deed.

## 8. Collection and Use of information

### 8.1 Collection of student information

The recipient must in relation to program participants:

- (1) establish a standard enrolment form to collect individual participant information. At a minimum this information must include the participant's:
  - (a) full name
  - (b) date of birth
  - (c) residential address.
- (2) ensure the information is collected and retained and available upon request by the Territory
- (3) support participants to complete the online survey at the completion of the program. The survey link will be published on the WIT Grants Program webpage on the Directorate's website.

### 8.2 Survey information

The Territory will provide recipients with relevant de-identified collated survey results

## 9. Acknowledgement of Funding

### 9.1 Acknowledgement of Territory support

The Recipient must in relation to the Funded Activity:

- (1) acknowledge the support of the Territory in any public event, media release or media coverage; and
- (2) include an acknowledgement specified in **Item 7 Schedule 1** in all documents, brochures, books, articles, newsletters, other artistic works or literary works or advertising.

## 9.2 Other obligations

The Recipient must:

- (1) in relation to the material referred to in **clause 9.1**, promptly provide to the Territory:
  - (a) if requested by the Territory, a draft of that material at least 15 business days prior to publishing or printing, and
  - (b) a copy of that material; and
- (2) on reasonable notice, invite the Territory to participate in any public event, media release or media coverage related to the Funded Activity.

## 10. Intellectual Property Rights

### 10.1 Ownership of Grant Material

Ownership of all Grant Material, including any intellectual property rights, is vested, on its creation in the Recipient.

### 10.2 Licence to Territory

The Recipient grants to the Territory an irrevocable, non-exclusive, royalty-free licence to use the intellectual property in the Grant Material.

### 10.3 Meaning of “use”

For the purpose of **clause 10.2**, “use” means supply, reproduce, publish, perform, communicate, broadcast, adapt and copy for governmental non-commercial purposes.

## 11. Insurance and Indemnity

### 11.1 Recipient’s insurance

The Recipient must, at its own expense, effect and keep current from the date of execution of this Deed until the later of the Completion Date or the date at which the Funded Activity is completed:

- (1) all insurance coverage required by law;
- (2) public liability insurance with coverage in the amount of not less than the amount specified in **Item 4 Schedule 1** in respect of each claim, including voluntary workers insurance cover if volunteers are engaged by the Recipient; and
- (3) any other insurance specified in **Item 4 Schedule 1**.

### 11.2 Indemnity

- (1) The Recipient indemnifies the Territory, its employees and agents against liability in respect of all claims, costs and expenses and for all loss, damage, injury or death to persons or property caused by the Recipient, its employees, agents or contractors in connection with the use of the Grant or the conduct of the Funded Activity except to the extent that the Territory caused the relevant loss, damage or injury.

- (2) The Recipient indemnifies the Territory, its employees and agents in respect of any liability, for a breach of the *Privacy Act 1988* (Cwlth) occurring in connection with the Recipient's use of the Grant or the conduct of the Funded Activity.
- (3) The Recipient must, at its expense, make good the amount of all claims, loss, damage, costs and expenses the subject of the indemnities in **clauses 11.2(1) and 11.2(2)** and the Territory may deduct the amount, or any part of it, from the monies due or becoming due to the Recipient.

## **12. Grant Administrative Requirements**

The Recipient must meet the Grant administrative requirements specified in **Item 5 Schedule 1** when delivering the Funded Activity.

## **13. Termination of Grant**

### **13.1 Breach**

The Territory may terminate this Deed at any time by written notice to the Recipient, if the Recipient:

- (1) being a body corporate, goes into liquidation or administration, either compulsorily or voluntarily, or the Recipient, being a natural person, becomes bankrupt or makes any arrangement or composition with its creditors whether under the *Bankruptcy Act 1966* or otherwise;
- (2) fails to:
  - (a) commence the Funded Activity in a timely manner;
  - (b) undertake the Funded Activity diligently;
  - (c) use the Grant only for the Funded Activity;
  - (d) meet any timeframes specified in this Deed; or
  - (e) meet the reporting requirements;
- (3) commits any other breach of a provision of this Deed, where that breach:
  - (a) if capable of being remedied, is not remedied within the period specified in a written notice by the Territory; or
  - (b) is not capable of being remedied.

### **13.2 Termination or reduction of funding for any reason**

- (1) The Territory may, at any time by written notice to the Recipient, terminate this Deed or reduce the funding for the Funded Activity for any reason, and in that event the Recipient must:
  - (a) comply with the notice and **clause 14.1**; or
  - (b) in the event of a reduction in funding, continue to undertake the Funded Activity in accordance with the notice.

- (2) The Recipient is not entitled to any payment in respect of any future loss, whether loss of opportunity or loss of profits or other future benefit, resulting from the termination or reduction of funding under this Deed.

### **13.3 No prejudice**

Termination of this Deed is without prejudice to any other rights, remedies or actions the Territory may have against the Recipient including any rights or remedies which may have arisen prior to termination.

## **14. Refund of Unacquitted Grant**

### **14.1 Repayment of Grant**

By 29 March 2019, or within 30 business days of earlier termination of this Deed, the Recipient must:

- (1) provide the Territory with an acquittal of the Grant (Annexure B); and
- (2) promptly repay any or all of the Grant that:
  - (a) has been spent, or contractually committed to be spent, in breach of the Deed; or
  - (b) any over payments made to the Recipient.

Any part of the Grant required to be repaid to the Territory under this clause which is not repaid must remain a debt due to the Territory.

## **15. Dispute Resolution**

### **15.1 Negotiation and Mediation of Dispute**

- (1) If a difference or dispute (Dispute) arises in relation to this Deed then either party may give written notice to the other that a Dispute exists, which specifies details of the Dispute. The parties agree that, following the issue of that notice, they will endeavour to resolve the Dispute by negotiations, including by referring the Dispute to persons who have authority to intervene and direct some form of resolution.
- (2) If the Dispute has not been resolved within seven (7) business days of one party giving written notice of the Dispute to the other party, each party must appoint a representative with authority to settle the Dispute and determine a dispute resolution process. The appointed representatives must meet to attempt to settle the Dispute or agree a dispute resolution process within a further seven (7) business days.
- (3) If the representatives are unable to resolve the Dispute within seven (7) business days of the first meeting of the representatives, or a dispute resolution process is not agreed under clause 15.1(2), the Dispute must be referred within a further seven (7) business day period to:
  - (a) in the case of the Territory – the Chief Minister, Treasury and Economic Development Directorate’s Director-General or delegate; and
  - (b) in the case of the Recipient – its Chief Executive Officer (CEO).

- (4) The Territory's representative and the CEO must meet with each other to seek to resolve the Dispute within seven (7) business days of the referral.
- (5) If the Dispute is not resolved within seven (7) business days of the first meeting of the Territory's representative and the CEO, or a dispute resolution process is not agreed under clause 15.1 (2), either party may refer the Dispute to mediation by providing notice to the other party. The mediator will be an independent mediator agreed by the parties or, failing agreement, nominated by the chairperson of The Institute of Arbitrators and Mediators Australia, ACT Chapter. The parties must (unless the Territory determines otherwise) commence the mediation within fourteen (14) business days of the mediator being appointed. Unless otherwise agreed, the parties will share equally the costs of the engagement of the mediator.
- (6) Nothing in clause 15.1 will prejudice the rights of either party to institute proceedings to enforce this Deed or to seek injunctive or urgent declaratory relief in respect of any Dispute.
- (7) Where the Recipient fails to attempt to resolve a Dispute under this Deed by undue delay of the dispute resolution process, the Territory may exercise its discretion and terminate the Deed under clause 13.
- (8) The parties must continue to perform their respective obligations under this Deed during a Dispute unless the Territory requires the Recipient, in writing, to cease.

## **16. Variation**

### **16.1 Variation to Funded Activity**

The Recipient must obtain the Territory's prior written approval for any variation to the Funded Activity, including:

- (1) the Funded Activity or work programs;
- (2) the Funded Activity's objectives or outcomes;
- (3) the Completion Date; and
- (4) the amount of approved Grant.

The Territory is under no obligation to agree to any variation to the Funded Activity or this Deed.

### **16.2 Variation to Deed**

This Deed may only be varied by the written agreement of the parties prior to **29 September 2018**.

## **17. General**

### **17.1 No assignment**

The Recipient must not assign the whole or any part of this Deed without the prior written consent of the Territory. If the Territory gives its consent, the Territory may impose new terms and conditions.

**17.2 Conflict of interest**

The Recipient warrants that at the date of entering this Deed no conflict of interest exists or is likely to arise in the performance of the Funded Activity and of its other obligations under this Deed and must, if a conflict or risk of conflict of interest arises prior to the completion of the Funded Activity, notify the Territory immediately in writing and comply with any requirement of the Territory to eliminate or otherwise deal with that conflict or risk.

**17.3 No employment, partnership or agency relationship**

Nothing in this Deed constitutes the Recipient, or its employees, agents or subcontractors as employees, partners or agents of the Territory or creates any employment, partnership or agency for any purpose. The Recipient must not represent itself, and must ensure its employees, agents and subcontractors do not represent themselves, as being employees, partners or agents of the Territory.

**17.4 Entire Agreement**

This Deed comprises the entire agreement between the parties in relation to the Grant and the Funded Activity and supersedes any prior representations, negotiations, writings, memoranda and agreements.

**17.5 Severability**

Any provision of this Deed that is illegal, void or unenforceable will not form part of this Deed to the extent of that illegality, voidness or unenforceability. The remaining provisions of this Deed will not be invalidated by an illegal, void or unenforceable provision.

**17.6 No waiver**

Failure or omission by the Territory at any time to enforce or require strict or timely compliance with any provision of this Deed will not affect or impair that provision in any way or the rights and remedies that the Territory may have in respect of that provision.

**17.7 Compliance with laws and governing law**

- (1) The Recipient must comply with the laws from time to time in force in the Territory in performing the Funded Activity.
- (2) This Deed is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

**17.8 Notices**

Any notice, including any other communication, required to be given or sent to either party under this Deed must be in writing and given to the relevant Contract Officer specified in **Item 6 Schedule 1**. A notice will be deemed to have been given:

- (1) if delivered by hand, on delivery;
- (2) if sent by prepaid mail, on the expiration of two (2) business days after the date on which it was sent;

- (3) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or
- (4) if sent by electronic mail, on the other party's acknowledgment of receipt by any means.

**17.9 Signatures**

This Deed may be signed in counterparts. All signed counterparts constitute one document.

**17.10 Forms and statements**

The Territory may reasonably require any form, record or statement required under this Deed to be in a particular format.

**17.11 Special Conditions**

- (1) The Recipient must comply with the Special Condition in **Schedule 3**.
- (2) In the event of any inconsistency between any Special Condition and any other provision of this Deed, to the extent of any inconsistency, the Special Condition will prevail.

**17.12 Survival of clauses**

**Clauses 5, 6, 10, 11, 13.3, 14 and 15** will survive the expiration or earlier termination of this Deed.

SIGNED AS A DEED ON ..... 2018

SIGNED for and on behalf of the AUSTRALIAN CAPITAL TERRITORY in the presence of:

) Signature of Territory delegate

Signature of witness

Print name

Print name

SIGNED for and on behalf of, [organisation name] ABN

) Signature of director/ authorised officer/ individual

in the presence of:

Signature of witness

Print name and position

Print name

Signature of second authorised officer\* \*only use if Incorporated Association (see note below)

Print name and position



Note:

- Date: Must be dated on the date the last party signs the Deed or, if signed counterparts of the Deed are exchanged, the date of exchange. Also date the cover page.
Company: Must be signed in accordance with section 127 of the Corporations Act 2001 (Cwlth), for example, by 2 directors or a director and a secretary. Common seal may be affixed if required under the Recipient's constitution.
Individual: Must be signed by the individual Recipient and witnessed.
Incorporated Association: Must be signed in accordance with the Recipient's constitution, which may or may not require the common seal to be affixed. As a minimum, 2 authorised officers must sign.

## SCHEDULE 1

### GRANT DETAILS

- Item 1. Grant Period** From ..... until .....
- See clauses 1.1, 2.2 and 3*
- Item 2. Grant** (1) Grant: \$
- See clauses 1.1 and 2.1*
- (2) The Grant is payable as per the schedule presented in **Schedule 2**. An Invoice may be rendered to the ACT Chief Minister, Treasury and Economic Development Directorate on or after the date of this Deed and, where applicable after the Recipient has submitted all outstanding reports for WIT funding from the previous year.
- (3) Except if otherwise stated in this Deed, the Grant is payable within 30 business days of receipt by the Territory of an Invoice.
- Item 3. Reporting and Acquittal** The Funded Activity must be completed by .....
- See clauses 1.1, 5.1(d), 7.1 and 7.2*
- An evaluation report of the activities undertaken must be provided by ..... and in the format provided at Annexure A.
- An acquittal of the Grant must be provided by ..... and in the format provided at (Annexure B).
- Item 4. Insurance requirements** The Recipient must effect and maintain current for the Grant Period:
- See clauses 10.1*
- (1) all insurance coverage required by law
- (2) workers compensation insurance for an amount required by the ACT
- (3) public liability insurance for \$10 million or more per claim, including voluntary workers insurance cover if volunteers are engaged by the Recipient.
- Item 5. Grant administrative requirements** The Grant is to provide funding to the Recipient to support quality adult and community learning outcomes in a range of formal and informal setting using flexible and student-centred activities.
- See clause 11*

- (1) The Recipient must have effective reporting procedures in place to ensure reporting requirements are met on an annual basis (evaluation and acquittal reports) and as requested.
- (2) The Recipient must be responsible for the reporting and acquittal of the Grant.
- (3) The Recipient must participate in publicity opportunities, including writing short article/s on the project and achievements for local and national newsletters and reports, as required.
- (4) The Recipient must remain an eligible organisation as per section 2.0 – Eligibility Criteria of the Application Guidelines 2018 Women in Trades (WIT) Grants Program.
- (5) The Territory may visit the Recipient’s project funded under WIT for the purpose of observation and gathering of information for the promotion of the 2018 Women in Trades (WIT) Grants Program.
- (6) The Recipient must collect and retain information on WIT project students as specified in Annexure A.

**Item 6. Contract Officers**

*See clauses 1.1 and 16.8*

For the Territory:

Ms Jodie Kafer  
 Manager  
 Skills Canberra  
 PO Box 158  
 CANBERRA ACT 2601  
[skills@act.gov.au](mailto:skills@act.gov.au)

For the Recipient:

**[organisation details]**

**Item 7. Form of Acknowledgement**

*See clauses 8.1*

This project was made possible with assistance from the ACT Government under the 2018 Women in Trades (WIT) Grants Program.

## SCHEDULE 2

### THE FUNDED ACTIVITY

- Item 1. Description of the Funded Activity** (1)  
*See clauses 1.1 and 7.2*
- (2) Project description

- Item 2. Eligible Items of Expenditure** The Grant is to be expended only on the following items of expenditure for the Funded Activity:  
*See clause 1.1*

**Total funding:** \$

**Item 3. Ineligible Expenses**

*See clause 1.1*

Funding will not be made available for the following:

- (1) capital equipment to assist with the ongoing operation of the Recipient's organisation
- (2) retrospective costs – projects or activities which are already underway or have been completed
- (3) services or projects already funded by Australian or state/territory governments or other organisation/s
- (4) purchasing or leasing of real estate.

DRAFT

### SCHEDULE 3

#### SPECIAL CONDITIONS

*See clauses 1.1 and 16.10*

Nil

DRAFT



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## ANNEXURE A

### Evaluation Report for the 2018 ACT [Name of Grant] Program

#### Program Details

|                              |  |
|------------------------------|--|
| Name of Organisation         |  |
| Project Title                |  |
| Commencement Date            |  |
| Completion Date              |  |
| Number of Started Students   |  |
| Number of Completed Students |  |

#### Program Promotion

|   |  |
|---|--|
| How was the program promoted to ensure that information reached the target group? |  |
| How would you improve the promotion of the program                                |  |

#### Program Outcomes

|   |  |
|---|--|
| Did the program achieve its goals? Please provide details.  |  |
| What outcomes did the students achieve?   |  |
| How would you evaluate the program's success? What worked well and what would you improve next time?  |  |
| Did participation in the program lead to other learning opportunities or pathways? Please provide details.<br><i>e.g. another program with your organisation, entry to Canberra Institute of Technology, university, Australian Apprenticeship etc.</i> |  |
| Any other comments  |  |

#### Closure activities

|  |  |
|--|--|
| Describe any assets which were required by the project and who will manage them upon completion of the project |  |
|--|--|

DRAFT



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## ANNEXURE B

**2018 ACT [Name of Grant] Program**  
**Acquittal of the grant for [organisation name]: the Recipient**

**Acquittal Period:**  
**Project Title:**

**Receipts:**

2018 ACT [Name of Grant] Program: \$ \_\_\_\_\_

**Payments for the delivery of the following Funded Activity:**

| No           | Description | Allocated (GST exclusive) | Expenditure (GST exclusive) |
|--------------|-------------|---------------------------|-----------------------------|
| 1            |             |                           |                             |
| 2            |             |                           |                             |
| 3            |             |                           |                             |
| 4            |             |                           |                             |
| 5            |             |                           |                             |
| 6            |             |                           |                             |
| 7            |             |                           |                             |
| <b>Total</b> |             |                           | \$ _____                    |

**Balance Outstanding at.....[Date] \$ \_\_\_\_\_**

(Note any unacquitted funds must be repaid to the ACT Chief Minister, Treasury and Economic Development Directorate)

I certify that the acquittal of the grant for the 2018 ACT [Name of Grant] Program for the Grant Period ended [Date] is prepared from [organisation name] financial records.

I certify it to be true and fair disclosure of the receipts and expenditure of the 2018 ACT [Name of Grant] Program activities and that all expenditure has been spent for the delivery of the Funded Activity in accordance with the Deed of Grant. I certify that [organisation name] has maintained all receipts and evidence of the above expenditure as per the record keeping requirements outlined in the Deed of Grant and will make them available for future audits by the Directorate.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Chief Executive Officer

Senior Executive Officer who has primary  
responsibility for managing audit functions

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

## Attachment A: ACT Women in Trades Research Summary

### 1. Introduction

In the context of current skill shortages in Australia, under-representation of women in key industries is not only bad for gender equality, it undermines Australia's economy and growth opportunities. While the VET sector generally struggles to present itself as a viable career pathway, women face additional barriers in pursuing careers in trades considered unconventional for them. The causes vary from cultural to structural hurdles in these industries.

Research and stakeholder consultations conducted by Skills Canberra point to specific factors that affect women seeking to take up jobs in male dominated industries. Research<sup>1</sup> identifies that some of the characteristics of successful tradeswomen include;

- A preference for hands-on work and practical problem solving
- A love of mathematics, science and technology
- Tolerance of negative male behaviours
- Positive attitudes to dirty, heavy work
- Persistence, resilience and maturity
- Love of the outdoors and involvement in sport

Some of the key barriers identified through the consultation include;

- Gender stereotypes (what constitutes 'women's work')
- Women and young girls' lack of exposure and experience to trade vocations
- Employers' difficulty in recruiting female workers and handling workplace issues
- Connecting employers and apprentices
- Representation of tradeswomen in popular media

Some of the key enablers identified through the consultation include;

- Networks assisting tradeswomen to connect with each other and with employers
- Pre-apprenticeships and opportunities for young women to try a trade
- Early exposure to use of tools
- Information and education

### 2. Women in Trade Research Summary

Skills Canberra undertook consultation and a review of the existing research on women in traditionally male dominated trades in an effort to develop evidence-based options to assist women seeking to enter a trade. A summary of the consultation and review is presented below.

#### Gender stereotypes

Gender stereotyping was identified as the prevalent cause of female worker shortages in male dominated trades<sup>2</sup>. Despite generally progressive gender perspectives in Australia,

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<sup>1</sup> Jones and Clayton, <http://vital.new.voced.edu.au/vital/access/services/Download/ngv:76804/SOURCE29?view=true>

<sup>2</sup> *ibid*

occupations such as building, plumbing, automotive, engineering and electro technology are still male dominated (Table 2 below). This is not because women lack the skills to participate; rather, they lack the opportunities to take up technical or trade subjects in school. They are not encouraged, and too often are actively discouraged, to undertake apprenticeships in these areas.

Career decisions are usually solidified with educational choices made during school and post-secondary education, and role stereotyping affects students' choices from a young age. There is gender segregation in education subjects, with young women more likely to consider education and careers in the humanities or social sciences rather than engineering or technical fields<sup>3</sup>. The implicit nature of this segregation directly influences the decisions of parents, family members, friends, and often teachers and career counsellors, to encourage or discourage young women from pursuing trade and technical subjects and careers.

While many female tradespeople who take up positions in traditionally male dominated trade industries manage to overcome this barrier with determination and hard work, all of them stressed the importance of orienting families, career advisors and children away from stereotypes from a young age. Additionally, negative experiences and/or perceptions of workplace cultures in male dominated industries discourage women from accessing study pathways such as apprenticeships and ASBA type opportunities in these fields.<sup>4</sup>

Stakeholders also pointed out the role that media, literature and popular culture play in fostering gender stereotypes, which disempower women. While experts suggest that role models could help address these stereotypes and inspire young women and female tradespeople, efforts to identify the ambassadors and advocates and give them a platform to link with apprentices and employers have not received enough attention or support.

#### Lack of exposure and experience

Work experience and ASBA opportunities, often accessed at schools, are important to a prospective apprentice's resume. Stakeholders observed that the ASBA pathway is not commonly accessed by female trade apprentices and this is confirmed by Skills Canberra data<sup>5</sup>. Consequently, a lack of awareness and exposure to these trades leads to a lack of interest and participation. A young woman who wants to pursue a trade after school but did not access an ASBA will be less qualified and at a disadvantage in seeking trade jobs. The challenge is compounded by a lack of female mentors and successful role models in male dominated trades, a lack of resources targeting young female students to access pre-apprenticeship programs in these trades, and the complex nature of school-industry relationships.

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<sup>3</sup> A larger proportion of females than males who were studying, in 2016, did so in the fields of Health (19% male and 8.2% female in Health) and Society and culture (26% male and 15% female), while almost one-fifth (18%) of males were studying Engineering and related technologies, compared with 1.4% of females. (<http://www.abs.gov.au/ausstats/abs@.nsf/mf/6227.0>).

<sup>4</sup> <https://www.ncver.edu.au/publications/publications/all-publications/how-people-choose-vocational-education-and-training-programs-social,-educational-and-personal-influences-on-aspiration>. Additionally, Table 4 presents statistics of ASBA qualifications accessed by male and female students.

<sup>5</sup> The qualifications that were accessed by both gender between 2007 and 2016, the total female ASBA was 9 while the total male ASBA is 232 over this period. At the same time, the non-school female ASBA was only 4 between 2007 and 2016 while the non-school male ASBA stood at 72. Breakdown is presented in Table 4.

### Employer's inability to recruit female workers and address workplace discrimination

Research and consultations identified that workplace discrimination, bullying and sexual harassment are key issues discouraging women from seeking occupations in male-dominated trades. Along with a general sentiment that the workplace is not designed for them, these issues are identified as key reasons for women leaving highly paid, engaging, and rewarding jobs. Employer support was widely recognised as being crucial in helping women succeed in their trades and in guiding future gender shifts, while the lack of appropriate support will only continue to drive women away from these trades.

While many employers are open to recruiting women in these trades, they lack understanding about creating an enabling environment for women tradespeople that includes ensuring adequate human resources practices for handling workplace discrimination and sexual harassment. The employers willing to employ women tradespeople struggle to find employees due a thin supply chain, a direct result of the shortage of female pre-apprentices and apprentices in these trades.

### Inability to link with employers

A recognised barrier in the apprenticeships system is the connection between employers and apprentices, through both formal and informal networks<sup>6</sup>. The Australian Apprenticeships system is complex and can be particularly challenging to navigate for individuals without experience. While there is evidence that apprenticeship opportunities are being advertised (jobactive lists 142 jobs under a search for 'traineeship' in the ACT and 110 jobs listed under 'apprenticeship'),<sup>7</sup> none of the current services involve targeted links with employers with the objective of raising the number of female apprentices. Through Skills Canberra's consultation, it was identified that many employers in traditionally male dominated trades were reluctant to take on female apprentices. Therefore, identifying employers with an interest in taking on female apprentices is a key requirement not addressed through current services. Similar findings are reported in 'Ducks on the Pond: Women in Trade Apprenticeships Integrated Research Report' 2014 prepared by Quay Connections for NSW State Training Services.<sup>8</sup>

### Industry

Industry involvement is vital. Moving from a classroom to a worksite can be a shock for young female apprentices and may stymie their enthusiasm and lower retention rates. Having discussions with female apprentices and industry about the distinct worksite environment and even worksite visits early on is therefore crucial.

Involving industry representatives at all levels including employers, employees and executives is important as they each provide different perspectives. Collating a list of employers within industries who are willing to take on female apprentices would be a valuable asset moving forward, especially within the automotive and electrical trades, which currently boast the greatest enrolments from women.

<sup>6</sup> <https://www.ncver.edu.au/publications/publications/all-publications/the-female-tradie-challenging-employment-perceptions-in-non-traditional-trades-for-women>

<sup>7</sup> <https://jobactive.gov.au/> (Accessed 17/10/2017).

<sup>8</sup> <https://www.skillsboard.nsw.gov.au/publications/ducks-pond-women-trade-apprenticeships>

### Construction industry

The construction industry is Australia's third largest employer and a central economic player in the Australian economy. However, construction remains unyielding as Australia's most male dominated industry. To date, initiatives aimed at shifting the industry's gender imbalance have been generic in approach and focused on women and individual agency.

Recommendations of the 'Rigid, Narrow and Informal: Shifting the Gender Imbalance in Construction: Building Industry Specific Responses' report<sup>9</sup> include:

- The construction industry needs to change. Existing construction practices need to be analysed and challenged and leaders need to take ownership of gender diversity.
- Construction projects need to be planned, resourced and managed with employee wellbeing in mind.

### Automotive industry

A study undertaken by Victoria University academics, Jones and Guthrie<sup>10</sup>, suggests that gender diversity in the workforce matters because it:

- Enlarges the pool of potential employees
- Increases productivity through increasing the range of capabilities available to a business
- Enables individual women to achieve their ambitions
- Enables individual women to access higher paying jobs
- Helps break down rigid thinking about gender roles that contributes to societal harms.

Previous interventions aimed at increasing the participation of women in traditionally male trades have generally failed because they have been short term and one-dimensional. The study proposes an alternative 'ecological approach', specifically 'site saturation', and suggests that strategies to increase the participation of women in male occupations must, like the problem, be multidimensional and complex.

### Canadian experience

An environmental scan of the structure of programs aimed at increased female workforce participation across Canada was published in 2013<sup>11</sup>. The study aimed at increasing women's participation in trades and technology sectors through identifying best practices. The findings from this study suggest the sustainability of a program is dependent on a number of variables and there is no 'one size fits all' approach.

### USA experience

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<sup>9</sup>

[https://www.nawic.com.au/NAWIC/Documents/Rigid\\_Narrow\\_and\\_Informal\\_NAWIC\\_2017\\_IWD\\_Scholarship\\_Reprt\\_Natalie\\_Galea.pdf](https://www.nawic.com.au/NAWIC/Documents/Rigid_Narrow_and_Informal_NAWIC_2017_IWD_Scholarship_Reprt_Natalie_Galea.pdf)

<sup>10</sup> <http://www.voced.edu.au/content/ngv%3A73646>

<sup>11</sup> An Environmental Scan of Women in Trades and Technology initiatives across Canada along with a comparison using a case study of the Trade HERizon Program on Prince Edward Island, Jenny Wood, University of Prince Edwards Island, 2013, <https://www.islandscholar.ca/islandora/object/ir:8760>

'Women in Construction: Successes, Challenges and Opportunities – A USACE Case study'<sup>12</sup> identifies the top five barriers that women face at USACE-SAD:

- work/life balance
- male dominance
- unfair perception of women's capabilities
- slow career progression, and
- socio-cultural issues.

The successes identified included:

- increased awareness by the public and private industry of the issues women face in construction
- shift in organisational policies to better address the needs of women; and
- increase in leadership roles for women.

Recommendations include:

- the introduction of policy that allows women to have flexible work hours, breaks in service without penalty -and mobility within a career
- providing women more training options, and
- increasing women mentors and participation of women in advocacy organisations.

### 3. ACT Data

#### Female Representation in Traditionally male dominated Trades

Apprenticeships in traditional trades continue to be dominated by males. In 2016, female representation in these trades in the ACT was 2.2 percent (Table 1). This outcome has not changed significantly in the last 10 years. In the most popular apprenticeship qualification in the ACT – Certificate III in Carpentry – women have comprised less than one percent of the total commencements since 2007 (Table 2). Even in electrotechnology and automotive qualifications, which receive the greatest number of female apprentices, the representation of women has never exceeded 5 percent (Table 3).

**Table 1: Commencements by female apprentices in traditional trades, as a percentage of total commencements, 2007-2016**

|                 | 2007        | 2008        | 2009        | 2010        | 2011        | 2012        | 2013        | 2014        | 2015        | 2016        | Total        |
|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Female</b>   | 28          | 26          | 21          | 26          | 27          | 35          | 28          | 24          | 34          | 28          | 277          |
| <b>Male</b>     | 1213        | 1174        | 1082        | 1333        | 1311        | 1239        | 1339        | 1183        | 1122        | 1221        | 12217        |
| <b>Total</b>    | <b>1241</b> | <b>1200</b> | <b>1103</b> | <b>1359</b> | <b>1338</b> | <b>1274</b> | <b>1367</b> | <b>1207</b> | <b>1156</b> | <b>1249</b> | <b>12494</b> |
| <b>Female %</b> | 2.26%       | 2.17%       | 1.90%       | 1.91%       | 2.02%       | 2.75%       | 2.05%       | 1.99%       | 2.94%       | 2.24%       | 2.22%        |

<sup>12</sup> <http://ascpro.ascweb.org/chair/paper/CPRT249002014.pdf>

**Table 2: Commencements by female apprentices in top 5\* trade qualifications as a percentage of total commencements, 2007-2016**

| Qualification  | Female | Male | Total | Female % |
|--|--------|------|-------|----------|
| Certificate III in Carpentry                           | 10     | 2479 | 2489  | 0.40%    |
| Certificate III in Electrotechnology Electrician       | 53     | 1817 | 1870  | 2.83%    |
| Certificate III in Plumbing                            | 10     | 1511 | 1521  | 0.66%    |
| Certificate III in Light Vehicle Mechanical Technology | 48     | 1376 | 1424  | 3.37%    |
| Certificate III in Telecommunications                  | 9      | 647  | 656   | 1.37%    |

\*Top 5 in terms of total commencements by all apprentices in trade qualifications from 2007-2016

**Table 3: Commencements by female apprentices, by number of commencements\*, in top 5\*\* trade qualifications, as a percentage of total commencements, 2007-2016**

| Qualification  | Female | Male | Total | Female % |
|--|--------|------|-------|----------|
| Certificate III in Electrotechnology Electrician       | 53     | 1817 | 1870  | 2.83%    |
| Certificate III in Light Vehicle Mechanical Technology | 48     | 1376 | 1424  | 3.37%    |
| Certificate III in Parks and Gardens                   | 24     | 109  | 133   | 18.05%   |
| Certificate III in Cabinet Making                      | 21     | 509  | 530   | 3.96%    |
| Certificate III in Painting and Decorating             | 16     | 177  | 193   | 8.29%    |

\*In order from highest female commencements to lowest female commencements

\*\*In terms of top 5 trades chosen by female apprentices

**Source (Tables 1, 2 and 3):** ACT Vocational Education and Training Administration Records System (AVETARS) (Accessed 10/7/2017). Analysis uses the ANZSCO classification system and the National Register on Vocational Education and Training's classification of qualifications by ANZSCO classification.

### ASBA

Australian School Based Apprenticeship (ASBA) statistics show that not all traditionally male dominated trade qualifications are accessed by female students in the ACT. For the qualifications that were accessed by female students, there is a stark difference between male and female participation. For the qualifications that were accessed by both genders between 2007 and 2016, the total of female ASBAs was 13 while the total of male ASBAs was 304 over this period.

**Table 4: Participation of male and female students in ASBAs in traditional trades**

|  | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | Total |
|--|------|------|------|------|------|------|------|------|------|------|-------|
|  |      |      |      |      |      |      |      |      |      |      |       |

|       |        |   |    |    |    |    |    |    |    |    |    |     |
|-------|--------|---|----|----|----|----|----|----|----|----|----|-----|
| Total | Female | 0 | 2  | 1  | 3  | 1  | 2  | 0  | 1  | 2  | 1  | 13  |
|       | Male   | 5 | 24 | 33 | 47 | 33 | 42 | 24 | 33 | 27 | 36 | 304 |

**Source (Table 4):** ACT Vocational Education and Training Administration Records System (AVETARS) (Accessed 02/11/2017).

### Employers

Skill Canberra's data shows the employers that have employed female apprentices over the years have not fluctuated significantly, averaging 28 employers per year from 2007 to 2016.

**Table 5: Employers with Female Apprentices**

|           | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|-----------|------|------|------|------|------|------|------|------|------|------|
| Employers | 28   | 26   | 21   | 26   | 27   | 35   | 28   | 24   | 34   | 28   |

**Source (Tables 5):** ACT Vocational Education and Training Administration Records System (AVETARS) (Accessed 16/11/2017).

#### 4. Complimentary Activities/Resources

The following activities are relevant and complementary to the Women in Trade initiative and have been considered while developing the options being presented.

##### Pathways – Career Education

Pathways is a website that helps students aged 10 to 17 years in the ACT plan their future beyond school ([https://www.education.act.gov.au/school\\_education/transitions-careers/pathways](https://www.education.act.gov.au/school_education/transitions-careers/pathways)). The website contains three plans; a 5-6 Plan (currently under development), the Pathways Plan and 11-12 Plan. Students keep the same Pathways account throughout their school career. Pathways is open to every young person in the ACT.

Students can share their progress with others including parents, carers, and mentors. Students are encouraged to reflect on their strengths, abilities and interests so the site can match them to relevant vocations and chart higher education or training paths to reach these vocations.

The website maintains engagement with the students from years 5 to 12. While workshops that let students try a skill consistently garner strong enthusiasm, there is an opportunity to create links between students' practical experiences and information available to them through pathways and vice versa. Promotional content for trades featured on Pathways could seek greater gender balance by including content displaying as many female as male tradespeople, which is essential in dispelling the image of trades as a male's domain. Additionally, the website could potentially provide specific modules on women in trades and contacts to employer or industry support networks.

##### Careers Expo

The industry group Supporting and Linking Tradeswomen (SALT) attended the 2017 ACT Careers Expo and ran a workshop with students involving a small woodwork project (a

cheeseboard). The workshop was run by eight qualified tradeswomen and one male. (<http://www.canberracareersmarket.com.au/home.php?pageid=7>)

SALT has conducted tailored workshops in primary schools and reported great interest amongst younger participants. Capturing this enthusiasm at an early age could prove successful as career planning pitched to younger ages has been proven to be more influential in career aspirations than later—year 11 and 12—engagement.

### Parents

Research shows that parents have the largest impact on a child's vocational choices. Accordingly, increased engagement with parents is an important priority for encouraging girls into trade vocations moving forward. The Engaging Parents in Career Conversations (EPICC) Framework

(<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/parentsframe/Pages/default.aspx>) is an online resource that provides an opportunity to promote the benefits of trade vocations.

### Pathways into an apprenticeship

A range of different pathways have been considered to support women into apprenticeships, including:

- the use of skill sets which could provide platforms to extend into traditional trades
- 'taster' programs allowing students to experience a variety of vocations through involvement in diverse projects. For example, students may be involved in building a garden bed, drawing upon carpentry, horticulture, and project management skills. This model has had some success in other jurisdictions and provides practical exposure to a range of occupations and a strong means of promoting trades to school students
- rather than placing just one student with one employer, providing groups of students with different employer experiences across industry. While this approach is more resource heavy, it has proven to generate greater interest amongst students than one off worksite placements.
- running activities with gender balanced groups to help engender a cultural change amongst males.

### ACT Women's Register

The ACT Women's Register

([http://www.communityservices.act.gov.au/women/act\\_womens\\_register](http://www.communityservices.act.gov.au/women/act_womens_register)) is a database containing information provided by women who have indicated an interest in nominating for appointment to ACT Government and non-government boards and committees. It is held by the ACT Office for Women, Community Services Directorate. It has been identified that men and women often have different approaches to applying for positions - generally men will apply for a position when they meet *some* criteria, whereas women need to feel confident on *all* criteria. The register seeks to address this gap in self confidence in promoting positions to women they may not usually consider. A Governance skill set may be applicable to women aspiring to board positions, SITSS00038 - Governance for Board Members.

### 'Women in Trade' Campaign

Skills Canberra undertook an analysis of the Building and Construction Industry Training Fund Authority's (TFA) Tradeswomen in Building and Construction Campaign (the Campaign), which was launched in 2008.<sup>13</sup> The Campaign, in two stages, targeted school students from year 9-12 at schools and colleges and employers within the building and construction sector to create wider awareness and demonstrate viable career paths through ASBA and full apprenticeships. The Campaign launched a website aimed at promoting traditional trade vocations to women (<http://www.trainingfund.com.au/women-in-trades/>). The Campaign also utilised young tradeswomen as ambassadors to promote women in this industry.

### Electrical Innovative Delivery Pathways Project

The National Electrical and Communications Association (NECA) has received funding through the Australian Government's Alternative Delivery Pilots<sup>14</sup>. Within the four core activities there are nine programs that are being developed and trialled. The programs address critical issues needing attention in skills development and training approaches in the highly regulated electrical and communication industry. Each initiative is being developed in consultation with partner providers, i.e. NECA, relevant government departments and employers. One initiative progressing through this project aims to trial innovative approaches to increase the number and outcomes for women into the industry. NECA notes that their initial consultations have identified:

- the need to get into schools much earlier than we currently do, to ensure young women know that an electrical apprenticeship is a viable career option for them
- the need to persuade mothers and teachers that doing a trade can be equally as rewarding as going to university for many students
- women in particular benefit from pre-apprenticeship courses as their entry point – especially as many are mature students, so need to be sure it's the right thing for them
- most people favour supporting women's industry groups and actively using more women in leadership and mentoring-type roles
- gender-based discrimination is experienced by most women in our industry, and we have to find ways to combat this behaviour, and
- interestingly most women in the industry thrive on being "the odd man out" and accept that is part of the job, and they prove themselves by striving to be "even better than the boys."

### Women in male-dominated industries: A toolkit of strategies

The 'Women in male-dominated industries: A toolkit of strategies' report was released by the Australian Human Rights Commission in 2013. The report summarises strategies for the attraction, recruitment, retention and development of women in male-dominated industries. By identifying best-practice programs and model organisations, the toolkit

<sup>13</sup> <http://www.trainingfund.com.au/women-in-trades/>

<sup>14</sup> [https://neca.asn.au/sites/default/files//Info%20Flyer\\_Electrical%20Alternative%20Pathways%20Project.pdf](https://neca.asn.au/sites/default/files//Info%20Flyer_Electrical%20Alternative%20Pathways%20Project.pdf)

empowers organisations to collaborate and devise innovative pathways that lead to higher female representation in their workforces.

Suggestions for increasing female participation include:

- displaying diverse images and using inclusive language in job advertisements;
- using women's voices for radio, television, video and internet advertising;
- offer a female contact for questions;
- establish recruitment targets—both shortlisting and interview targets—for women and share them with labour suppliers;
- promote and display zero tolerance for workplace harassment, bullying and discrimination;
- engage senior leaders as role models;
- offer informal and formal opportunities for women to network; and
- encourage opportunities for women to move to non-obvious career paths.

The report is a useful resource for organisations hoping to realise the benefits of a diverse workforce and aiming to increase their proportion of female employees and can be found at [https://www.humanrights.gov.au/sites/default/files/document/publication/WIMDI Toolkit 2013.pdf](https://www.humanrights.gov.au/sites/default/files/document/publication/WIMDI_Toolkit_2013.pdf).

Member for Yerrabi

Minister for Health and Wellbeing

Minister for Transport and City Services

Minister for Higher Education, Training and Research

## ARRANGEMENTS BRIEF

|                         |  |
|-------------------------|--|
| <b>FUNCTION:</b>        | Women in Trades Grants Program Announcement (Media Opportunity)  |
| <b>VENUE:</b>           | Callam Offices<br>Lot 13<br>Easty St<br>Phillip ACT 2606<br><br>A map is provided at <a href="#">Attachment B</a> .  |
| <b>HOST:</b>            | Name: David Miller<br>Mobile: 0419 110 036   |
| <b>DAY:</b>             | Thursday   |
| <b>DATE:</b>            | 29 March 2018  |
| <b>TIME:</b>            | 12:30pm – 1:00pm   |
| <b>TIME COMMITMENT:</b> | 30 minutes   |
| <b>CATERING:</b>        | Nil.   |
| <b>DRESS CODE:</b>      | Business   |
| <b>YOUR ROLE:</b>       | <p>Meet with ACT Property Group employees:</p> <ul style="list-style-type: none"> <li>• Mike Brown, Senior Manager</li> <li>• Leilani (Lani) McGurgan – apprentice electrician</li> <li>• Lauren Whillock – apprentice locksmith</li> <li>• <b>Sch 2 s2(a)(ii)</b> – qualified electrician</li> <li>• Rudi Marek – Leilani’s trade supervisor.</li> </ul> <p>Provide opening statement announcing the opening of applications for the Women in Trades Grants Program. See speaking notes provided at <a href="#">Attachment A</a>. There will be questions from the floor.</p> <p>Observe Leilani and her supervisor (Rudy) work on a switchboard.</p> |

|                            |  |
|----------------------------|--|
|                            | <i>Available equipment</i> – Nil. (Media will provide equipment for interviews as appropriate).  |
| <b>WHERE TO PARK:</b>      | Parking is available within the office grounds (enter via Easty street). Staff will greet you at the entrance to guide you to available parking.   |
| <b>WHO WILL MEET YOU:</b>  | David Miller   |
| <b>ADVISOR ATTENDING:</b>  | Yes. Georgia Phillips and Claire Johnston  |
| <b>AUDIENCE:</b>           | Media outlets will be invited to attend. Representatives from ACT Property Group and Skills Canberra will be present.<br>ACT Property Group Tradeswomen who will be available for interview on the day: <ul style="list-style-type: none"> <li>• Leilani (Lani) McGurgan – apprentice electrician</li> <li>• Lauren Whillock – apprentice locksmith</li> <li>• <b>Sch 2 s2(a)(ii)</b> – qualified electrician</li> </ul>   |
| <b>VIPs:</b>               | Nil.   |
| <b>PAST INVOLVEMENT:</b>   | On 8 May 2017, you made a pre-budget announcement about the ACT Government’s commitment to provide \$1 million in funding over 4 years to assist in the development of initiatives to address the low proportion of females in male dominated, traditional trades and <sup>Out of Scope</sup> [REDACTED]<br><br>On 25 February 2018 you agreed to the establishment of a Women in Trades Grants Program for targeted activities that support women to enter traditionally male-dominated trades.                 |
| <b>SENSITIVITIES:</b>      | <b>Out of Scope</b> [REDACTED]   |
| <b>ORDER OF CEREMONIES</b> | 12.30pm: Minister arrives and meets ACT Property Group employees.<br>12.30pm: Media arrive.<br>12.35pm: Minister announces Women in Trades Grants Program, media interviews and questions from the floor.<br>12.40pm: Media interviews with Leilani (Lani) McGurgan, apprentice electrician, ACT Property Group.<br>12.45: Media interviews with other employees if there is media interest.<br>12:45pm: Photo/film opportunity of Lani and her supervisor working on a switchboard.<br>1:00pm: Event concludes. |
| <b>MEDIA:</b>              | Media Alert provided at <u>Attachment C</u> .<br>Media release provided at <u>Attachment D</u> .   |

|                                      |   |
|--------------------------------------|---|
| <b>SOCIAL MEDIA ACCOUNTS</b>         | <p>@ACTGov (ACT Government Facebook and Twitter)</p> <p><u>Please note:</u> CMTEDD Strategic Communications is leading the development of a short video promoting this program, to be promoted through the ACT Government social media channels. This will be in the weeks following this announcement.</p> |
| <b>OUTSTANDING REGULATORY ISSUES</b> | Nil.  |

**SPEAKING NOTES**  
**WOMEN IN TRADES GRANTS PROGRAM**  
**12:30pm – 1:00pm, Thursday, 29 March 2018**

**Callam Offices**  
**LOT 13 Easty St**  
**Phillip ACT 2606**

**Acknowledgements:**

- Traditional owners

*Jobs don't have a gender*, is something I have heard advocates for women in trades say in the past.

But the numbers, unfortunately, suggest otherwise.

Despite increased awareness against stereotypes and gender disparity, the proportion of ACT women who commenced a traditional trade apprenticeship in 2016 was only 2.2 percent.

Today I am pleased to announce a new ACT Government initiative – *the Women in Trades Grants Program* - which we have planned to make a difference, and I will talk about more a little later.

But first I would like to share with your some of our thinking behind the announcement.

In the lead up to today's announcement we have worked with stakeholders and tapped into the latest research to help us understand the enablers and barriers impacting women seeking to take up a trade.

It was pointed out that trade pathways are generally not viewed as a viable option for either gender and often seen inferior to university education. In particular, girls are discouraged from entering a trade.

Moreover, negative experiences, particularly the perception of work cultures in male dominated industries, discourage women from accessing trade pathways.

We also know that Australian School-Based Apprenticeships (ASBAs) in trade industries are not accessed by female students, so this bias is taking effect at an early age.

It is also clear that the one-off, piece-meal approach to encourage women into trades over many years have not had much impact. We think this is because these 'one-off's' have failed to address some of the broader ecological issues of culture, including stereotypes, and behaviour.

While it's important to identify the barriers that continue to hinder female participation in important trade occupations, it is equally important to encourage enablers that support the women in trades in targeted sectors.

During our consultations, stakeholders noted that informal and formal networks of female apprentices could provide valuable mentoring support to prospective and training apprentices.

So building supporting networks that grow and reach out – among employers, female apprentices and tradeswomen – is much needed.

Pre-apprenticeship programs, including the existing 'try-a-trade' workshops, are another important enabler and avenue to show girls what the traditional trades can be. The timing of these programs are also critical - during school and post-secondary education –when career decisions tend to take shape.

Stakeholders also noted that using female tradespeople to encourage women into trades as role-models is a critical piece of the overall puzzle.

It is imperative that we continue to learn from experiences of tradeswomen and employers on ways to improve the VET sector to accommodate the needs of women seeking to enter trades.

Last year the Government made available \$1 million - an ACT Labor election commitment - to boost the number of females in trades and mature workers.

Today we are opening the *ACT Women in Trades Grants Program*, to support the heavy lifting work that now needs to be done.

Through this Program, funding will be available on a competitive basis to support targeted projects that aim to achieve the following objectives:

- Increase the take up of women in a male-dominated trades;
- Improve and expand employer-apprentice connections addressing barriers for employers and women to link and network; and
- Contribute to the understanding of best practices for recruiting and retaining women in trades, and being able to promulgate findings more broadly.

Notionally, at least half of the \$1 million available will be accessible for women in trades projects, and our current thinking is to support a small number of projects with the greatest potential for impact. Through the application process we are also providing an opportunity for applicants to come together and collaborate to create a joined up approach.

But the beauty of an open entry competitive program is we don't know what great ideas might be out there, so the door is open to organisations and entities that want to try new ideas and approaches.

An information session will be held by Skills Canberra on 5 April 2018 for interested applicants, and to help organisations start shaping their ideas.

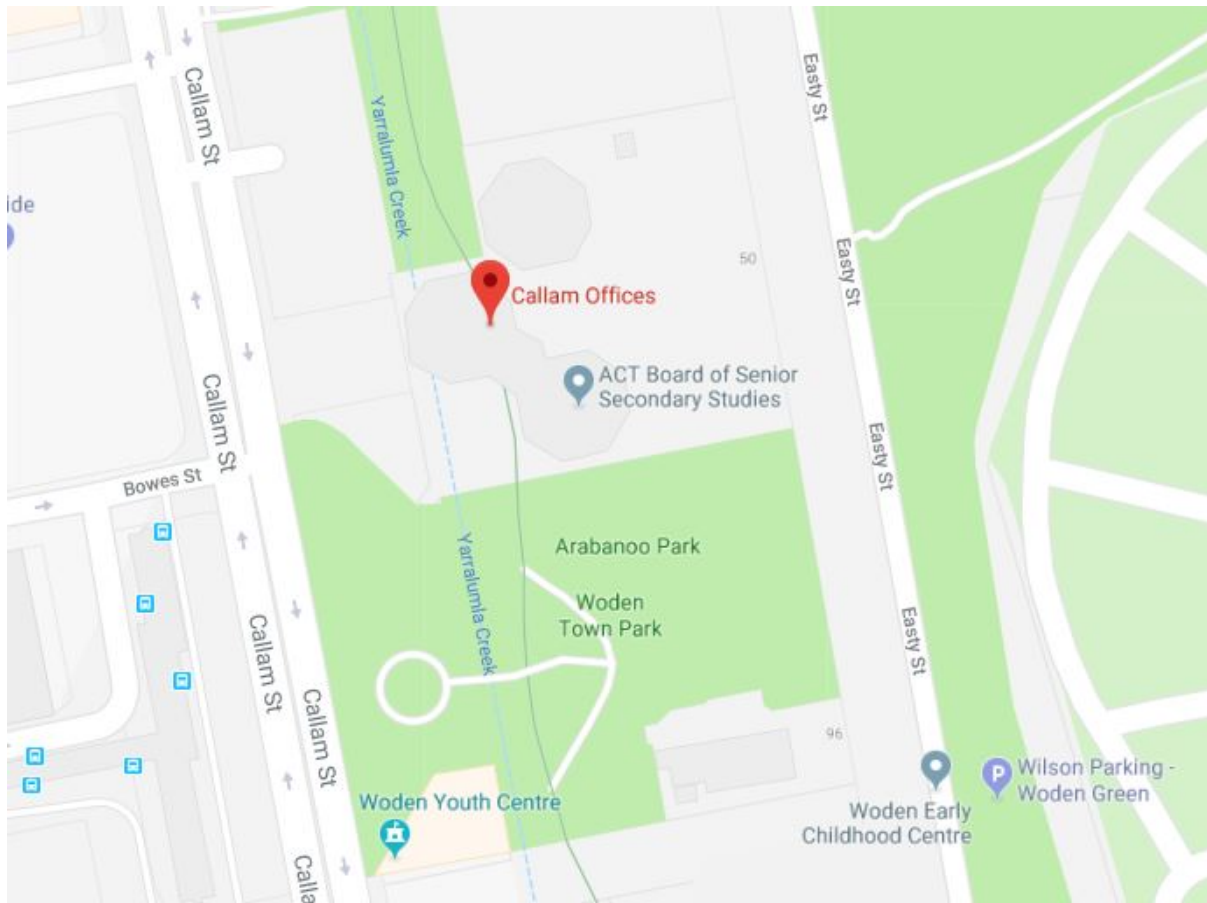
I am confident that the *2018 ACT Women in Trades Grants Program* will make significant contribution to improve participation and productivity in the broader ACT economy by improving women's representation in traditionally male dominated trades.

I look forward to making some exciting announcements in the not too distant future.

**ENDS**

Attachment B – Map

Callam Offices  
Lot 13  
Easty St  
Phillip ACT 2606





# Media alert

## MEEGAN FITZHARRIS MLA

Minister for Health and Wellbeing

Minister for Transport and City Services

Minister for Higher Education, Training and Research

Member for Yerrabi

28 March 2018

## ACT backs women in trades with new grants now open

### Attention news editors and chiefs of staff

### Not for broadcast or distribution

The ACT Government is moving to improve gender balance in traditionally male-dominated trades with new grants now available to organisations in Canberra.

Minister for Higher Education, Training and Research Meegan Fitzharris will announce the opening of the Women in Trades Grants Program, alongside a local apprentice and her employer.

The event will include an opportunity to see electrical apprentices working with switchboards.

- WHAT:** Women in Trades Grants Program Announcement
- DATE:** Thursday 29 March 2018
- TIME:** 12.30pm
- WHERE:** Callam Offices, Lot 13, Easty Street, Phillip ACT 2606

Statement ends

#### Media contact:

Claire Johnston T (02) 6205 0022 M 0452 597 459 E [clairev.johnston@act.gov.au](mailto:clairev.johnston@act.gov.au)

Date: 28 March 2018

#### ACT LEGISLATIVE ASSEMBLY

Phone (02) 6205 0051

Email [fitzharris@act.gov.au](mailto:fitzharris@act.gov.au)

@MeeganFitzMLA

MeeganFitzharrisMLA



# Media release

## MEEGAN FITZHARRIS MLA

Minister for Health and Wellbeing  
 Minister for Transport and City Services  
 Minister for Higher Education, Training and Research  
 Member for Yerrabi

29 March 2018

### ACT backs women in trades with new grants now open

The ACT Government is moving to improve gender balance in traditionally male-dominated trades with new grants now available to organisations in Canberra.

“This is about creating more and better jobs for a greater diversity of Canberrans,” said Minister for Higher Education, Training and Research, Meegan Fitzharris.

“Providing this funding delivers on an election commitment that is good for people, good for businesses, and good for the ACT economy.

“There are certain sectors of our job market where female participation hasn’t changed much in a decade, despite the obvious capacity of women to do these jobs.

“Boosting the number of women starting an apprenticeship in trades like building, plumbing, automotive, engineering and electro technology isn’t just about fostering gender equality – it’s about strengthening these industries by widening and diversifying their talent pool.

Applications are now open for grants from the Women in Trades Grants Program. Grant funding will be available on a competitive basis to support highly targeted projects that contribute to achieving positive outcomes for women seeking to enter trades.

More information about the Grants Program and the application process for organisations seeking funding in 2018 can be found at: <https://www.cmtedd.act.gov.au/enterprise-canberra2/skillscanberra/2018-act-women-in-trades-grants-program>

Statement ends

Date: 29 March 2018

Media contact:

Claire Johnston    T (02) 6205 0022    M 0499 993 930    E [clairev.johnston@act.gov.au](mailto:clairev.johnston@act.gov.au)

ACT LEGISLATIVE ASSEMBLY

Phone (02) 6205 0051

Email [fitzharris@act.gov.au](mailto:fitzharris@act.gov.au)

@MeeganFitzMLA

MeeganFitzharrisMLA

**From:** Miller, DavidJ  
**Sent:** Thursday, 19 April 2018 9:28 PM  
**To:** Farha, Rejwana; Caner, Isik  
**Cc:** Lee, Angela  
**Subject:** RE: WiT Applications Received in Round One [DLM=Sensitive]

That sounds fine Rejwana. As long as we follow the guidelines, should be fine, and the process sounds reasonable, definitely want them comfortable with the summaries we are posting.

thanks  
Dave

---

**From:** Farha, Rejwana  
**Sent:** Thursday, 19 April 2018 3:27 PM  
**To:** Miller, DavidJ <DavidJ.Miller@act.gov.au>; Caner, Isik <Isik.Caner@act.gov.au>  
**Cc:** Lee, Angela <Angela.Lee@act.gov.au>  
**Subject:** WiT Applications Received in Round One [DLM=Sensitive]

Hi Dave, Isik,

We have received total seven applications under Women in Trades Grants. A [summary](#) is available here. The PDF versions of the applications and relevant attachments are saved in the folder below for your easy access.

<G:\Enterprise\Skills\TRAINING AND TERTIARY EDUCATION\Policy\Women and Out of Scope\WiT Grant Applications Round One>

We would like to share the summary of project descriptions individually with each applicant to check if they are happy with the summary before publishing them on Skills Canberra website on 24 April. Also, we will check if they are okay with their contact information to be made public.

If you have any feedback on the summary and/or the process, please let me know.

Many thanks  
Rejwana

**Rejwana Farha | Policy Officer**

Phone: +61 2 6205 8336 | Email: [Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)

**Skills Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government**

Canberra Nara Centre, 1 Constitution Avenue | GPO Box 158 Canberra ACT 2601 | [www.cmtedd.act.gov.au](http://www.cmtedd.act.gov.au)

**From:** Farha, Rejwana  
**Sent:** Thursday, 3 May 2018 12:04 PM  
**To:** Corscadden, Mary  
**Cc:** Miller, DavidJ; Lee, Angela; Caner, Isik  
**Subject:** FW: Letter to WiT Evaluation Panel Members [DLM=Sensitive]  
**Attachments:** Evaluation Plan\_Women in Trades Grants program.docx; WiT-Applications-Summary-Collaboration.xlsx; DeedofConfidentiality\_PublicServants\_WiT.doc; DeedOfConfidentialityNonPublicServants\_WiT.docx; Attachment A\_ Evaluation Form.xlsx

Hi Mary,  
Please see the email to Dave and the draft email for Women in Trades Grants Evaluation Panel. The email needs to go to the following Panel members, preferably today, with the attachments.

1. Sch 2 s2(a)(ii) [Redacted]
2. Sch 2 s2(a)(ii) [Redacted]
3. Sch 2 s2(a)(ii) [Redacted]

Dave will probably review the letter after Managers' meeting and clear it. Please let me know if you have any question.

Thanks  
Rejwana

**From:** Farha, Rejwana  
**Sent:** Wednesday, 2 May 2018 11:27 AM  
**To:** Miller, DavidJ <DavidJ.Miller@act.gov.au>  
**Cc:** Caner, Isik <Isik.Caner@act.gov.au>; Lee, Angela <Angela.Lee@act.gov.au>  
**Subject:** Letter to WiT Evaluation Panel Members [DLM=Sensitive]

Hi Dave,  
Please see below a draft letter for Women in Trades Grants Evaluation Panel members. The letter informs the Panel about:

- the summary of applications received,
- potential collaborations identified by Skills Canberra and ask them if they have feedback,
- the evaluation plan detailing their roles and key steps,
- Confidentiality and Conflict of Interest Undertaking forms they need to fill and return.

The relevant documents are attached and saved [here](#) for your review.

In the collaboration spreadsheet, we would seek your opinion on whether or not collaboration #3 (Out of Scope and UnionsACT) is an appropriate collaboration to suggest.  
Also, please note that we have received emails from MBA and (Out of Scope) noting that their proposal already addresses linkages to existing initiatives and they will not be submitting collaborative applications.

Many thanks  
Rejwana

\*\*\*\*\*

Dear .....

**Skills Canberra's Women in Trades Grants Program**

It is my pleasure to inform you that seven applications were received for the 2018 Women in Trades Grants Program. A summary of each application is provided as attachment for your consideration. This summary has been published on Skills Canberra's website to allow applicants the opportunity to identify synergies and consider submitting collaborative applications before 9 May 2018. The link to the summary is [here](#).

While collaboration is optional, collaborative approaches will be looked upon favourably. As per the Grant Program's application guideline, the ACT Government reserves the right to initiate discussions between applicants where it believes their collaboration would result in better formed projects. We would like to ask you to review the application summary and potential collaboration identified by the Skills Canberra team (attached) and provide feedback at your earliest. If you have specific suggestions, Skills Canberra will make contact with the applicants.

You will be provided with the full suite of applications and relevant documents after 9 May 2018. An Evaluation Plan is attached outlining specific roles and responsibilities of the Evaluation Panel for your information. At this stage we are planning to have an evaluation meeting in the week starting 21 May. If your availability is limited during this week please advise. As an Evaluation Panel member, you are required to fill conflict of interest and confidentiality undertakings (attached). Please return the filled forms at your earliest convenience.

Please feel free to contact me if you have any queries.

Yours sincerely

## **Evaluation Plan: 2018 ACT Women in Trades Grants Program**

### **Contents**

1. Objective
2. Evaluation Plan
  - Evaluation Panel
  - Specialist Advice
3. Evaluation Methodology and Criteria
  - Evaluation Process and Timing
  - Roles and Responsibilities
  - Evaluation Criteria
  - Rating Scale
  - Delegate Approval – Director-General, Economic Development Directorate
4. Advice to Applicants of Evaluation Outcome
5. Disputes

Attachment A – Evaluation Form

Attachment B -- Probity, Confidentiality and Conflict of Interest

## 1. Objective

This Evaluation Plan details the Evaluation Panel, their responsibilities, the evaluation methodology, and the evaluation criteria by which applications received for the **2018 ACT Women in Trades Grants Program** will be evaluated. It also includes confidentiality and conflict of interest requirements applicable to the evaluation process.

## 2. Evaluation Plan

### Evaluation Panel

The Evaluation Panel will evaluate the applications received in response to the Call for Applications under the *2018 ACT Women in Trades Grants Program*. The members of the Evaluation Panel are detailed below including the Chair.

| Title  | Organization              |
|--|---------------------------|
| Executive Director, Innovate Canberra (Chair)  | CMTEDD                    |
| Manager, Skills Canberra   | CMTEDD                    |
| Manager, Department of Education and Training.   | The Australian Government |
| ACT Local Industry Advocate  | CMTEDD                    |
| Subject matter expert (Peak Body Representative/Academic/industry expert)- Women in Trades |                           |

### Specialist Advice

The Evaluation Panel may, as required, utilise specialist advice to assist in the evaluation process. Specialists must be approved by the Evaluation Panel Chair and will be required to sign a Confidentiality and Conflict of Interest Undertaking. The areas of expertise may include:

- a) Technical analysis
- b) Financial assessment
- c) Probity advice
- d) Legal advice

## 3. Evaluation Methodology and Criteria

### Evaluation Process and Timing

The **2018 ACT Women in Trades Grants Program** provides that the applications received will be initially reviewed by the Skills Canberra for a document check, for completeness and compliance. The compliant applications will be made available to the Evaluation Panel for review including Skill Canberra's initial assessment of strengths and weaknesses of each application.

The Evaluation Panel will meet and evaluate each application against the evaluation criteria and record the scores and justification in the Evaluation Form provided at [Attachment A](#) (will also be provided electronically). In the initial meeting, the Panel will agree on a cut-off score for shortlisting applicants. The Panel members may choose to consult with the Skills Canberra Grants Management Team should they require additional information for evaluation. Skills Canberra will contact and retrieve additional information from applicants if needed.

The Evaluation Panel Chair will combine the scores and finalise the shortlist. Shortlisted applicants will be invited for a 30 minutes presentation to the Evaluation Panel when the Panel members may ask clarification questions. Following the presentation, the Evaluation Panel will finalise their assessment

and scores for each shortlisted application and provide its recommendation in the form of a ranked list for the Delegate's consideration.

The key steps involved in the evaluation process has been outlined below with projected timeline:

| Step   | Timeline  | Responsibility   |
|--|---|--|
| Distribute Confidentiality and Conflict of Interest declaration forms to Evaluation Panel members                    | 2 May 2018  | Skills Canberra  |
| Evaluation Panel signs the Confidentiality and Conflict of Interest declaration forms and returns to Skills Canberra | 8 May 2018  | Evaluation Panel   |
| Compliance check for each applications received and distribute application packages to Evaluation Panel members      | 11 May 2018                                       | Skills Canberra  |
| Evaluation Panel reviews and evaluates each application  | 11-18 May 2018                                    | Evaluation Panel   |
| The Evaluation Panel meeting to agree on a shortlist   | 21 May 2018                                       | Skills Canberra will organise, Evaluation Panel will attend              |
| Shortlisted applicants are informed and invited for presentation   | 23 May 2018                                       | Skills Canberra  |
| Presentation by shortlisted Applicants   | 29 May 2018 (half day)                            | Skills Canberra will organise; Evaluation Panel will attend and evaluate |
| Deliberates on the final scores for each applicant and finalises Panel's recommendation                              | 29 May 2018 (2 hours following the presentations) | Evaluation Panel   |
| The Evaluation Panel's recommendations are forwarded to the Delegate for approval                                    | 1 June 2018                                       | Skills Canberra  |

### Roles and Responsibilities

Skills Canberra has the following responsibilities in relation to facilitating the 2018 Women in Trades Grants program evaluation:

- a) undertake a document check for each application, for completeness and compliance,
- b) seek further information to support the Evaluation Panel if requested<sup>1</sup>,
- c) make arrangements for presentations, demonstrations for the evaluation panel where appropriate, and
- d) review the proposed budget, and assign a 'value for money' score for each application.

The Evaluation Panel will be responsible for:

- a) maintaining probity and confidentiality and managing conflicts of interest,
- b) reviewing and evaluating the applications in accordance with the criteria and methodology within the timeframe agreed upon,

<sup>1</sup> Skills Canberra may seek clarification on any proposal to allow the Evaluation Panel to fully consider an Application. All requests for clarification must be fully documented and appropriately filed.

- c) documenting the evaluation process, as per the Project Evaluation Form at Attachment B,
- d) identifying areas for clarification and negotiation,
- e) making recommendations to the Delegate.

More specifically, the Evaluation Panel will evaluate all complying applications against the Evaluation Criteria as follows:

- i. each Evaluation Panel member will individually assess the applications using the Evaluation Criteria;
- ii. Evaluation Panel members will individually score each application using the rating scale set out below and record the scores and reasons for scoring in the Evaluation Form at Attachment A,
- iii. Evaluation Panel members will convene a meeting to discuss their assessments and agree on scores for each application and agree on a cut-off score for shortlisting, and
- iv. following presentations, finalise the Evaluation Panel's recommendation in the form of a ranked list of the shortlisted applications

Evaluation Panel recommendations will be progressed for Delegate Approval through the Evaluation Panel Chair as outlined below.

### Evaluation Criteria

The Evaluation Criteria for evaluation are outlined below. In the 2018 ACT Women in Trade Grants Program, applicants are requested to provide all information to enable assessment of all evaluation criteria. The Evaluation Panel will complete the Project Evaluation Form at Attachment A for each application.

|  |            |
|--|------------|
| <b>1. Organisational Effectiveness</b>   | <b>50%</b> |
| Understanding of the issues and factors impeding the take up of trades by women, both within their sector of domain expertise and also more generally; |            |
| Previous relevant experience in program delivery in similar or related initiatives, including a review of past approaches and the learnings gained;    |            |
| Staff capacity and capability to implement the program and activities outlined in the application  |            |
| Capability to engage with the target group and build a collaborative approach with other stakeholders  |            |
| Demonstrated matched funding contribution  |            |
| <b>2. Activity Effectiveness</b>   | <b>50%</b> |
| Originality of the proposed activities in addressing the objectives  |            |
| Responsiveness of proposals to references and research paper provided by Skills Canberra with the Application Guidelines-Attachment A                  |            |
| Methodology and strategies used in illustrated activities to address the Program Fund Objectives   |            |
| Ability to identify linkages to other existing initiatives, both local and national, and how they will be leveraged                                    |            |

|  |      |
|--|------|
| Proposed communication elements so outcomes can be shared beyond the direct parties involved |      |
| Demonstrated adherence to the Work Health Safety Act and Regulations                         |      |
| Total  | 100% |

### Rating Scale

Evaluation of applications against the Evaluation Criteria will be made using the scale outlined in the table below.

| Scale                            | Definition   |
|----------------------------------|--|
| 0 – Not able to assess response. | Proposal was not evaluated as it did not provide any requested information and/or contravened nominated restrictions. High risk.   |
| 1 – Not Acceptable               | Response is totally unconvincing and requirements have not been met. Response has inadequate information to demonstrate the Proponent’s capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. High risk.                         |
| 2 - Inadequate                   | Unconvincing. Response is significantly flawed and fundamental details are lacking. Minimal information has been provided to demonstrate the Proponent’s capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. High risk         |
| 3 – Very Poor                    | Unconvincing. Response has significant flaws in demonstrating the Proponent’s capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk.   |
| 4 - Poor                         | Barely convincing. Response has shortcomings and deficiencies in demonstrating the Proponent’s capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk.  |
| 5 - Reservations                 | Response has minor omissions. Credible but barely convincing. Response demonstrates only a marginal capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk  |
| 6 - Adequate                     | Response complies and is credible but not completely convincing. Response demonstrates adequate capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criterion. Proponent’s claims have some gaps. Low risk.                              |
| 7- Good                          | Response complies, is convincing and credible. Response demonstrates very good capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criterion. Minor uncertainties and shortcomings in the Proponent’s claims or documentation. Low risk. |
| 8 - Very Good                    | Response complies, is convincing and credible. Response demonstrates excellent capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Some minor lack of substantiation but the Proponent’s overall claim is supported. Low risk. |

|                  |   |
|------------------|---|
| 9 - Excellent    | Highly convincing and credible. Response demonstrates outstanding capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Documentation provides complete details. All claims adequately demonstrated and substantiated. Insignificant risk |
| 10 - Outstanding | Highly convincing and credible. Response demonstrates superior capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Comprehensively documented with all claims fully substantiated. Insignificant risk.                                  |

### **Delegate Approval- Director-Skills Canberra**

The Director- Skills Canberra, Chief Minister, Treasury and Economic Development Directorate will act as overall program Delegate for the 2018 ACT Women in Trades Grants Program. The Delegate will be invited to agree to the Evaluation recommendation put forward for the Evaluation Panel including-

- Ranking of the applications, and
- Selection of the applications suitable to proceed for negotiation.

The Delegate's approval authorises Skills Canberra to undertake negotiations to reach an agreed form of project and grant amount and to enter into a Deed of Grant.

#### **4. Advice to Applicants of Evaluation Outcome**

All applicants participating in the process will be notified about the evaluation outcomes. A list of the successful applicants will be published on the Skills Canberra website. Unsuccessful applicants will be provided with a regret letter providing opportunity for de-briefing. The letter should include contact information if they need to obtain additional information. Debriefings can educate bidders regarding how their bids can be improved for future opportunities. The information provided should be sufficient to assist each bidder in understanding why their offer was not considered. Debriefings also demonstrate to bidders that your sourcing process is fair, open, and transparent.

#### **5. Disputes**

Applicants having grievances or complaints relating to the evaluation process, may request a review of the decision or appeal against the decision by utilising the Chief Minister and Treasury Directorate Complaints Handling Process. Complaints/appeal must be lodged within 5 working days of the publication of final selection. The complaint/challenge/appeal must be made in writing and can be emailed to scanned copies can be emailed to [CMTEDDCorporate@act.gov.au](mailto:CMTEDDCorporate@act.gov.au). Only written complaints/appeal lodged in the designated address will be reviewed. The Delegate and Probity Adviser will review the complaint/appeal within 15 calendar days and inform the applicant of the final decision. This decision will be final and cannot be challenged.

## Attachment A Evaluation Form

### Evaluation Form to Score Each Applicant

| Application ID | Applicant Organisation | Understanding of the issues and factors impeding the take up of trades by women, both within their sector of domain expertise and also more generally | Previous relevant experience in program delivery in similar or related initiatives, including a review of past approaches and the learnings gained | Staff capacity and capability to implement the program and activities outlined in the application | Capability to engage with the target group and build a collaborative approach with other stakeholders | Demonstrated match funding contribution | Organisational Effectiveness Score (Out of 50) | Originality of the proposed activities in addressing the objectives | Responsiveness of proposals to references and research paper provided by Skills Canberra with the Application Guidelines at Attachment A | Methodology and strategies used in proposed activities to address the Program Fund Objectives | Ability to identify linkages to other existing initiatives, both local and national, and how they will be leveraged | Proposed communication elements so outcomes can be shared beyond the direct parties involved | Demonstrated adherence to the Work Health Safety Act and Regulations | Activity Effectiveness Score (Out of 60) | Comments/Reasons for Scoring |  |
|----------------|------------------------|---|--|---|---|---|--|---|--|---|---|--|--|--|------------------------------|--|
| 00003          |                        |   |  |   |   |   |  |   |  |   |   |  |  |  |                              |  |
| 00004          |                        |   |  |   |   |   |  |   |  |   |   |  |  |  |                              |  |
| 00005          |                        |   |  |   |   |   |  |   |  |   |   |  |  |  |                              |  |
| 00006          |                        |   |  |   |   |   |  |   |  |   |   |  |  |  |                              |  |
| 00007          |                        |   |  |   |   |   |  |   |  |   |   |  |  |  |                              |  |
| 00008          |                        |   |  |   |   |   |  |   |  |   |   |  |  |  |                              |  |
| 00009          |                        |   |  |   |   |   |  |   |  |   |   |  |  |  |                              |  |

### Score Summary Form

| Application ID | Applicant Organisation | Organisational Effectiveness Score (50%) | Activity Effectiveness Score (50%) | Total Score (Out of 100) | Value for Money | Shortlist |
|----------------|------------------------|--|------------------------------------|--------------------------|-----------------|-----------|
| 00003          | 0                      | 0  | 0                                  | 0                        |                 |           |
| 00004          | 0                      | 0  | 0                                  | 0                        |                 |           |
| 00005          | 0                      | 0  | 0                                  | 0                        |                 |           |
| 00006          | 0                      | 0  | 0                                  | 0                        |                 |           |
| 00007          | 0                      | 0  | 0                                  | 0                        |                 |           |
| 00008          | 0                      | 0  | 0                                  | 0                        |                 |           |
| 00009          | 0                      | 0  | 0                                  | 0                        |                 |           |

## Attachment B

### Probity, Confidentiality and Conflict of Interest

#### **Probity Protocols-Communications**

All communications with potential Applicant, including details of the date and the parties to the communication, must be recorded in writing and stored in a communications register under the control of the Evaluation Chairperson. Questions asked during any briefing, and formal responses to those questions, will be recorded in writing and published electronically on a website notified by the Evaluation Chairperson, or at that person's direction by the 2018 ACT Women in Trades Grants Contact Officer.

If a member of the Evaluation Panel, other Territory Personnel or Stakeholder are contacted by a potential Applicant by telephone, the potential Applicant must be instructed to submit his/her enquiry in writing. Face to face communications between a member of the Evaluation Panel and an Applicant or potential Applicant must only be conducted in the presence, and with the express permission, of the Delegate for the Grant Program. Information provided during such meeting must only be by way of clarifying information which will be notified to all potential Applicants. Details of every request and its response must be recorded in a Communications Record.

All complaints (regardless of how they are received or made) received by Territory Personnel from an Applicant or potential Applicant must be immediately notified to the Executive Directors and if considered necessary to the Delegate, having regard to the advice of the Probity Adviser. The Evaluation Chairperson or the Executive Director will cause the complaint to be documented in a Communications Record.

#### **Confidentiality**

Territory Personnel may be required to complete (once only) a confidentiality deed (for non-Territory personnel) or undertaking (for Territory employees), and a status disclosure in applicable forms. Signed deeds and undertakings will be provided (either electronically or in paper form) to, and will be kept in safe custody by or on the authorisation of, the Delegate, the Lead Agency's Executive Director or Evaluation Chairperson.

Only Territory Personnel and External Stakeholders who have signed applicable confidentiality undertakings or deeds may be given access to any Confidential Information and upon any terms notified or endorsed by the Director-General, or Delegate.

Territory Personnel and External Stakeholders must ensure that:

- (1) documents in their possession or control containing Confidential Information are:
  - a) for hard copies: kept in locked offices or locked filing cabinets when not in use,
  - b) not left unattended or accessible by persons who are not Territory Personnel,
  - c) not displayed at times or in places where they could be read by persons who are not Territory Personnel, and
  - d) not made available to persons who are not Territory Personnel;
- (2) for electronic copies all and any forms of portable electronic or digital storage devices in their possession or control containing Confidential Information:
  - a) kept in locked offices or locked filing cabinets when not in use,

- b) not left unattended at a place that is accessible by persons who are not Territory Personnel, and
- c) not made available to persons who are not Territory Personnel.

### **Conflict of Interest**

Public confidence in the integrity and honesty of all Territory Personnel and External Stakeholders is crucial to the administration of the Territory. A real or apparent conflict of interest can jeopardise that confidence. All disclosures of conflicts will be fully documented.

Executive Directors and the Evaluation Chairperson may prescribe and monitor requirements for safeguarding the 2018 ACT Women in Trades Grants Program from compromises that may arise from actual, potential or perceived conflicts of interest.

The Evaluation Chairperson, must maintain, in addition to a file that includes the original of each executed conflict of interest declaration, and for the duration of the procurement process, a log of conflicts of interest declared by Territory Personnel. The Evaluation Chairperson must report to the Executive Directors in writing if any Territory Personnel or External Stakeholder disclose an actual, potential or perceived conflict of interest in their conflict of interest deed, undertaking or conflict status disclosure, or subsequently notifies the Evaluation Chairperson of an actual or perceived conflict of interest, or if the Evaluation Chairperson has reasonable grounds to be concerned about such conflict.

Territory Personnel and External Stakeholders must inform the Evaluation Chairperson or Delegate, or otherwise the Director-General, in writing as soon as they become aware that they may have an actual, potential or perceived conflict of interest subsequent to signing a conflict of interest declaration. The Evaluation Chairperson (or Delegate) must bring each notification of any actual or perceived conflict of interest to the attention of the Delegate (and in the Delegate's case, to the Director-General). The issue will be resolved by the officer with the relevant authority, having regard to the advice of the Probity Adviser and the views of the Delegate or Director-General.

In the event of either an Evaluation Chairperson or the Delegate becoming aware that either of them may have an actual, potential or perceived conflict of interest at any time, then the Evaluation Chairperson will notify the Delegate and in the Delegate's case, the Delegate will notify the Director-General or relevant Head of Service. Conflicts will be resolved having regard to the advice of the Probity Adviser.

Any Territory Personnel (including any employees or subcontractors of any engaged consultants) or External Stakeholder who has actual, potential or perceived conflict of interest in relation to a decision which will/can reasonably be expected to affect the procurement process, must not take, or participate in the taking of, or provide any advice in relation to, that decision.



## CONFIDENTIALITY AND CONFLICT OF INTEREST UNDERTAKING

*(To be used by Public Sector signatories)*

1. I, \_\_\_\_\_ of  
print full name

\_\_\_\_\_  
print section/agency/department

and in my capacity as an employee of the Australian Capital Territory (“Territory”) public service, am involved in meetings, consultations, the expressions of interest and/or request for proposals or tenders process and/or other activities associated (“Activities”) in relation to the 2018 ACT Women in Trades Grants Program assessment (“Project”), being conducted by the Territory.

2. I acknowledge that by virtue of my involvement in the Activities (both present and future), I will be a party to a range of discussions and have access to a range of material and information, including copies of material and information (“Information”) concerning the Project.

NOW THIS DEED WITNESSES AS FOLLOWS:

### 1. NON DISCLOSURE

1.1 The Confidant shall not disclose confidential information to any person without the prior written consent of the Territory.

1.2 The Territory may grant or withhold its consent in its absolute and unfettered discretion, and may impose such terms and conditions as it thinks fit on that consent. Without limiting the generality of this clause, the Territory may require that the Confidant procure the execution of a Deed in these terms by the person to whom the Confidant proposes to disclose the confidential information.

1.3 The obligations of the Confidant under this Deed shall not be taken to have been breached where the confidential information is required to be disclosed by law.

### 2. RESTRICTION ON USE

The Confidant will use the confidential information only for the purpose of discussion and consideration of issues during the judging of the 2017 ACT Training Awards. Once the judging concludes, the confidentiality requirements continue. Any hard copy documentation relating to the judging process of the 2017 ACT Training Awards must be destroyed or returned to Skills Canberra.

### **3. GENERAL**

- 3.1 None of the provisions hereof shall be taken either at law or in equity to have been varied waived discharged or released by the Territory unless by its express consent in writing. No waiver by the Territory of one breach of any provision of this Deed shall operate as a waiver of any other breach, or of any other provision of this Deed.
- 3.2 The rights and remedies provided under this Deed are cumulative and not exclusive of any rights or remedies provided by law and are in addition to and not in derogation of any other right or obligation under any other deed or agreement between the parties.
- 3.3 This Deed shall be governed and construed in all respects in accordance with the law of the Australian Capital Territory and the parties hereby submit to the Courts of that Territory in respect of all matters relating to this Deed.

### **4. INTERPRETATION**

- 4.1 In this Deed, unless the contrary intention appears, "confidential information" means any documents or information provided to the Confidant for the purposes of providing the services referred to in this Deed and includes any information that:

- (a) is by its nature confidential;
- (b) is designated by the Territory as confidential; or
- (c) the Confidant knows or ought to know is confidential;

but does not include information which:

- (d) is or becomes public knowledge other than by breach of this Deed; or
- (e) is in the possession of the receiving party without restriction in relation to disclosure before the date of receipt from the disclosing party.

- 4.2 In this Deed, unless the contrary intention appears:

- (a) the clause headings are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer;
- (b) words in the singular number include the plural and vice versa;
- (c) words importing a gender include any other gender;
- (d) a reference to a person includes a partnership and a body whether corporate or otherwise;
- (e) where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.

- 4.3 This deed shall not be construed to exclude the operation of any principle of law or equity intended to protect and preserve the confidentiality of the confidential information.

**5. CONFLICT OF INTEREST**

- 5.1 The Confidant warrants that it does not hold any office, possess any property or have any obligation by virtue of any contract or standards which the Confidant must observe in the course of exercising a profession, whereby, directly or indirectly, duties or interests are or might be created in conflict with its duties and interest under the contract.
- 5.2 If while performing the services an immediate risk of a conflict in the nature of that referred to in Clause 5.1 arises, the Confidant will inform the Territory thereof in writing. Information so provided will be treated as Commercial-in-Confidence by the Territory.

**Signed Sealed and Delivered**

by.....  
*(Insert name of other party)*

.....  
*in the presence of:*

.....  
*(Signature of Witness)*

**Signed Sealed and Delivered**

for and on behalf of the Skills Canberra Branch in the Australian Capital Territory by

.....  
*(name of Territory signatory)*

.....  
*(Signature)*

.....  
*in the presence of:*

.....  
*(Signature of Witness)*



## CONFIDENTIALITY AND CONFLICT OF INTEREST UNDERTAKING

*(To be used by Non-Public Sector signatories)*

THIS DEED is made the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

BETWEEN Chief Minister, Treasury and Economic Development Directorate **of the Australian Capital Territory ("Territory") of the first part**

AND \_\_\_\_\_ ("**Confidant**") **of the second part**

WHEREAS:

- A. **The Australian Capital Territory has engaged the Confidant for the purpose of conducting the assessment of the 2017 ACT Women in Trades Grants Program funding applications.**
- B. **In the course of the Confidant providing these services, the Confidant may become aware of information belonging to or in the possession of the Territory that is confidential, including documents and information provided to the Confidant for the purpose of providing these services.**

NOW THIS DEED WITNESSES AS FOLLOWS:

### 1. NON DISCLOSURE

- 1.1 The Confidant shall not disclose confidential information to any person without the prior written consent of the Territory.
- 1.2 The Territory may grant or withhold its consent in its absolute and unfettered discretion, and may impose such terms and conditions as it thinks fit on that consent. Without limiting the generality of this clause, the Territory may require that the Confidant procure the execution of a Deed in these terms by the person to whom the Confidant proposes to disclose the confidential information.
- 1.3 The obligations of the Confidant under this Deed shall not be taken to have been breached where the confidential information is required to be disclosed by law.

## 2. RESTRICTION ON USE

The Confidant will use the confidential information only for the purpose of his dealings with the Territory and reporting to the Territory within the scope of the review.

## 3. GENERAL

3.1 None of the provisions hereof shall be taken either at law or in equity to have been varied waived discharged or released by the Territory unless by its express consent in writing. No waiver by the Territory of one breach of any provision of this Deed shall operate as a waiver of any other breach, or of any other provision of this Deed.

3.2 The rights and remedies provided under this Deed are cumulative and not exclusive of any rights or remedies provided by law and are in addition to and not in derogation of any other right or obligation under any other deed or agreement between the parties.

3.3 This Deed shall be governed and construed in all respects in accordance with the law of the Australian Capital Territory and the parties hereby submit to the Courts of that Territory in respect of all matters relating to this Deed.

## 4. INTERPRETATION

4.1 In this Deed, unless the contrary intention appears, "confidential information" means any documents or information provided to the Confidant for the purposes of providing the services referred to in this Deed and includes any information that:

- (a) is by its nature confidential;
- (b) is designated by the Territory as confidential; or
- (c) the Confidant knows or ought to know is confidential;

but does not include information which:

- (d) is or becomes public knowledge other than by breach of this Deed; or
- (e) is in the possession of the receiving party without restriction in relation to disclosure before the date of receipt from the disclosing party.

- 4.2 In this Deed, unless the contrary intention appears:
- (a) the clause headings are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer;
  - (b) words in the singular number include the plural and vice versa;
  - (c) words importing a gender include any other gender;
  - (d) a reference to a person includes a partnership and a body whether corporate or otherwise;
  - (e) where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.
- 4.3 This deed shall not be construed to exclude the operation of any principle of law or equity intended to protect and preserve the confidentiality of the confidential information.

## **5. CONFLICT OF INTEREST**

- 5.1 The Confidant warrants that it does not hold any office, possess any property or have any obligation by virtue of any contract or standards which the Confidant must observe in the course of exercising a profession, whereby, directly or indirectly, duties or interests are or might be created in conflict with its duties and interest under the contract.
- 5.2 If while performing the services an immediate risk of a conflict in the nature of that referred to in Clause 5.1 arises, the Confidant will inform the Territory thereof in writing. Information so provided will be treated as Commercial-in-Confidence by the Territory.

SIGNED SEALED AND DELIVERED )  
for and on behalf of the )  
Chief Minister, Treasury, and )  
Economic Development Directorate )  
Australian Capital Territory by

\_\_\_\_\_ ) .....  
[name of Territory signatory] ) (Signature)  
in the presence of: )

.....  
(Signature of Witness)

SIGNED SEALED AND DELIVERED )  
by ..... )  
(Insert name of other party) ) .....  
in the presence of: ) (Signature)

.....  
(Signature of Witness)

**EVALUATION SCORE BY INDIVIDUAL PANEL MEMBER (Insert Member Name)**

| <b>Application ID</b> | <b>Applicant Organisation</b> | <b>Organisational Effectiveness Score (50%)</b> | <b>Activity Effectiveness Score (50%)</b> | <b>Total Score (Out of 100)</b> |
|-----------------------|-------------------------------|---|---|---------------------------------|
| 00003                 | 0                             | 0   | 0   | 0                               |
| 00004                 | 0                             | 0   | 0   | 0                               |
| 00005                 | 0                             | 0   | 0   | 0                               |
| 00006                 | 0                             | 0   | 0   | 0                               |
| 00007                 | 0                             | 0   | 0   | 0                               |
| 00008                 | 0                             | 0   | 0   | 0                               |
| 00009                 | 0                             | 0   | 0   | 0                               |

| <i>Value for Money</i> | <i>Shortlist</i> |
|------------------------|------------------|
|                        |                  |



| Score | Scale                            | Definition  |
|-------|----------------------------------|---|
| 0     | 0 – Not able to assess response. | Proposal was not evaluated as it did not provide any requested information and/or contravened nominated restrictions. High risk.  |
| 1     | 1 – Not Acceptable               | Response is totally unconvincing and requirements have not been met. Response has inadequate information to demonstrate the Proponent's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. High risk.                                  |
| 2     | 2 - Inadequate                   | Unconvincing. Response is significantly flawed and fundamental details are lacking. Minimal information has been provided to demonstrate the Proponent's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. High risk                  |
| 3     | 3 – Very Poor                    | Unconvincing. Response has significant flaws in demonstrating the Proponent's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk.  |
| 4     | 4 - Poor                         | Barely convincing. Response has shortcomings and deficiencies in demonstrating the Proponent's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk.   |
| 5     | 5 - Reservations                 | Response has minor omissions. Credible but barely convincing. Response demonstrates only a marginal capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Medium risk   |
| 6     | 6 - Adequate                     | Response complies and is credible but not completely convincing. Response demonstrates adequate capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criterion. Proponent's claims have some gaps. Low risk.                                       |
| 7     | 7- Good                          | Response complies, is convincing and credible. Response demonstrates very good capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criterion. Minor uncertainties and shortcomings in the Proponent's claims or documentation. Low risk.          |
| 8     | 8 - Very Good                    | Response complies, is convincing and credible. Response demonstrates excellent capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Some minor lack of substantiation but the Proponent's overall claim is supported. Low risk.          |
| 9     | 9 - Excellent                    | Highly convincing and credible. Response demonstrates outstanding capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Documentation provides complete details. All claims adequately demonstrated and substantiated. Insignificant risk |
| 10    | 10 - Outstanding                 | Highly convincing and credible. Response demonstrates superior capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criterion. Comprehensively documented with all claims fully substantiated. Insignificant risk.                                  |

**From:** Farha, Rejwana  
**Sent:** Tuesday, 8 May 2018 11:04 AM  
**To:** Cox, Ian  
**Cc:** Lee, Angela; Caner, Isik; Miller, DavidJ  
**Subject:** RE: Skills Canberra's Women in Trades Grants Program [SEC=UNCLASSIFIED]

Hi Ian,

We are planning the initial meeting for the Women in Trades Grants Evaluation Panel on 21 May at 3-4 PM as per the Evaluation Plan. A separate calendar invite has been sent.

Hope this date and time works for you.

Kind regards,  
 Rejwana

**Rejwana Farha | Policy Officer**

Phone: +61 2 6205 8336 | Email: [Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)

**Skills Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government**

Canberra Nara Centre, 1 Constitution Avenue | GPO Box 158 Canberra ACT 2601 | [www.cmtedd.act.gov.au](http://www.cmtedd.act.gov.au)

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**From:** Corscadden, Mary **On Behalf Of** Miller, DavidJ  
**Sent:** Friday, 4 May 2018 11:56 AM  
**To:** Cox, Ian <[Ian.Cox@act.gov.au](mailto:Ian.Cox@act.gov.au)>  
**Cc:** Lee, Angela <[Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au)>; Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>; Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>  
**Subject:** Skills Canberra's Women in Trades Grants Program [SEC=UNCLASSIFIED]

Dear Ian

### **Skills Canberra's Women in Trades Grants Program**

It is my pleasure to inform you that seven applications were received for the 2018 Women in Trades Grants Program. A summary of each application has been published on Skills Canberra's website to allow applicants the opportunity to identify synergies with other proposals and consider submitting collaborative applications before 9 May 2018. The link to the summary is [here](#).

While collaboration is optional, we have been clear that collaborative approaches will be looked upon favourably. As per the Grant Program's application guideline, the ACT Government reserves the right to initiate discussions between applicants where it believes their collaboration would result in better formed projects.

We would like to ask you to review the application summary and the potential collaboration opportunities identified by Skills Canberra described in the attached excel spreadsheet. If you have specific suggestions regarding the suggestions identified by Skills Canberra, or any additional thoughts on collaboration opportunities between the projects, Skills Canberra will ensure appropriate advice is passed on to the applicants as soon as possible. As the deadline for revised applications is 9 May 2018, Skills Canberra is intending to provide any suggestions for further collaboration this week, and no later than midday Monday 7 May 2018, so please provide any feedback as soon as possible.

You will be provided with the full suite of applications and relevant documents after 9 May 2018. An Evaluation Plan is attached outlining specific roles and responsibilities of the Evaluation Panel for your information. At this stage we are planning to have an evaluation meeting in the week starting 21 May. If your availability is limited during this week please advise. As an Evaluation Panel member, you are also required to complete a declaration regarding conflict of interest and confidentiality (attached). Please return the completed forms at your earliest convenience.

Please feel free to contact me or Angela Lee at [Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au) if you have any queries.

Many thanks once again for your participation on the panel.

Yours sincerely

David Miller

**David Miller | Director**

Phone: +61 2 6207 4791 | Email: [davidj.miller@act.gov.au](mailto:davidj.miller@act.gov.au) | Mobile: 0419 110036

**Skills Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government**

Canberra Nara Centre, 1 Constitution Avenue | GPO Box 158 Canberra ACT 2601 | [www.cmtedd.act.gov.au](http://www.cmtedd.act.gov.au)



**From:** [Farha, Rejwana](#)  
**To:** [Cox, Ian](#); [Caner, Isik](#); Sch 2 s2(a)(ii)  
**Cc:** [Lee, Angela](#); Sch 2 s2(a)(ii)  
**Subject:** Women in Trades Grant Applications for Evaluation [SEC=UNCLASSIFIED]  
**Date:** Monday, 14 May 2018 3:51:00 PM  
**Attachments:** [Applications Part 1.zip](#)

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Dear Evaluation Panel Members,

Please find attached applications and relevant documents received under the *Women in Trades Grants Program*. As outlined in the Evaluation Plan, you will be evaluating each application based on the Selection Criteria set out in the Evaluation Plan and will record your assessments and scores in the Evaluation Form. The Evaluation Plan and the Evaluation Form have been shared with you earlier.

Due to the size of the files, the applications are shared with you in two parts. A second email will follow with the remaining applications.

Please note that <sup>Out of Sc</sup> has re-submitted a collaborative application that supersedes their initial submissions (**Out of Scope**). You are only required to evaluate the collaborative application. However, the initial applications are provided for your information.

On 21 May 2018, you will meet to discuss your assessments and agree on final scores for the applicants. You will also agree on a threshold score for determining a shortlist of applicants who will be invited to give a presentation in front of you on 29 May 2018.

Please feel free to contact us if you have any question.

Many thanks,  
Rejwana

**Rejwana Farha | Policy Officer**

Phone: +61 2 6205 8336 | Email: [Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)

**Skills Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government**

Canberra Nara Centre, 1 Constitution Avenue | GPO Box 158 Canberra ACT 2601 | [www.cmtedd.act.gov.au](http://www.cmtedd.act.gov.au)

**From:** Miller, DavidJ  
**Sent:** Wednesday, 16 May 2018 5:26 PM  
**To:** Farha, Rejwana  
**Cc:** Caner, Isik; Lee, Angela  
**Subject:** RE: WiT Applications Preliminary Review [DLM=Sensitive]

Thanks Rejwana, I just had a quick chat with isik on this. I've made a few changes and updates, and suggest it needs another going over just to be less equivocal in terms of our assessment. While it is reasonable to provide a cursory view, don't want to be overly influential. Keen to see something put in for some of the proposals where there are either no strengths or no weaknesses currently listed. Then it will be fine, but suggest it goes following prioritisation work you are doing tomorrow so it can all go together.

Thanks heaps  
Dave

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**From:** Farha, Rejwana  
**Sent:** Wednesday, 16 May 2018 1:51 PM  
**To:** Miller, DavidJ <DavidJ.Miller@act.gov.au>  
**Cc:** Caner, Isik <Isik.Caner@act.gov.au>; Lee, Angela <Angela.Lee@act.gov.au>  
**Subject:** FW: WiT Applications Preliminary Review [DLM=Sensitive]

Hi Dave,  
Please see [here](#) our comments (strengths, weaknesses, and questions) on each WiT application.

If you are happy with this draft, we will share the same with the evaluation panel members.

Cheers  
Rejwana

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**From:** Caner, Isik  
**Sent:** Wednesday, 16 May 2018 12:20 PM  
**To:** Lee, Angela <[Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au)>; Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>  
**Subject:** RE: WiT Applications Preliminary Review [DLM=Sensitive]

That looks great Rejwana! Thanks for pulling that together. Let's send the current version to Dave to have a look with the intention of sending it to the evaluation panel.

I'll set up a meeting for tomorrow where we look at prioritising them. We may send that to the evaluation panel too.

Thanks

Isik

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**From:** Lee, Angela  
**Sent:** Wednesday, 16 May 2018 11:55 AM  
**To:** Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>; Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>  
**Subject:** RE: WiT Applications Preliminary Review [DLM=Sensitive]

Hi Rejwana,

This looks really good. I have made a few amendments directly into the spreadsheet on the G:drive.

Many thanks,  
Angela

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**From:** Farha, Rejwana  
**Sent:** Tuesday, 15 May 2018 4:23 PM  
**To:** Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>; Lee, Angela <[Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au)>  
**Subject:** WiT Applications Preliminary Review [DLM=Sensitive]

Hi Isik, Ange,  
Please see [here](#) comments (strength, weakness, questions) on each WiT application based on Ange and my conversation this morning.

**Out of Scope**

Please feel free to edit/add your comments in the table.

Cheers  
Rejwana

**Rejwana Farha | Policy Officer**  
Phone: +61 2 6205 8336 | Email: [Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)  
**Skills Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government**  
Canberra Nara Centre, 1 Constitution Avenue | GPO Box 158 Canberra ACT 2601 | [www.cmtedd.act.gov.au](http://www.cmtedd.act.gov.au)

**From:** [Farha, Rejwana](#)  
**To:** [Cox, Ian](#); [Caner, Isik](#); **Sch 2 s2(a)(ii)**  
**Cc:** [Lee, Angela](#); **Sch 2 s2(a)(ii)**; [Doolan, Fiona](#)  
**Subject:** RE: Women in Trades Grant Applications for Evaluation [DLM=Sensitive]  
**Date:** Thursday, 17 May 2018 3:09:00 PM  
**Attachments:** [WiT-Applications-Summary-Review v2.xlsx](#)

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Dear Evaluation Panel Members,

Please find attached a summary of applications received under the *2018 ACT Women in Trades Grants* Program including preliminary reviews by Skills Canberra.

Skills Canberra has reviewed each application and listed their strengths, weaknesses and questions for the applicants. Based on this preliminary review, Skills Canberra has also prioritised the applications based on its understanding of issues related to women entering male dominated trades and the best use of the WiT Grant to address these issues.

Please note the preliminary review by Skills Canberra is only intended to provide context and is not meant to influence the evaluation decisions. It is optional for the Panel Members to review this document prior to the evaluation. The Evaluation Panel members have full autonomy to undertake an individual assessment as outlined in the Evaluation Plan and are free to disagree with the preliminary review by Skills Canberra.

We sincerely appreciate your time and commitment to the *2018 ACT Women in Trades Grants Program*.

Kind regards,  
 Rejwana

**Rejwana Farha | Policy Officer**

Phone: +61 2 6205 8336 | Email: [Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)

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**From:** Farha, Rejwana

**Sent:** Monday, 14 May 2018 3:54 PM

**To:** Cox, Ian <[Ian.Cox@act.gov.au](mailto:Ian.Cox@act.gov.au)>; Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>; **Sch 2 s2(a)(ii)**  
**Sch 2 s2(a)(ii)**

**Cc:** Lee, Angela <[Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au)>; **Sch 2 s2(a)(ii)**  
**Sch 2 s2(a)(ii)**

**Subject:** RE: Women in Trades Grant Applications for Evaluation [SEC=UNCLASSIFIED]

Dear Panel Members,

Please find attached the remaining applications.

Kind regards,  
 Rejwana

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**From:** Farha, Rejwana

**Sent:** Monday, 14 May 2018 3:52 PM

**To:** Cox, Ian <[Ian.Cox@act.gov.au](mailto:Ian.Cox@act.gov.au)>; Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>; **Sch 2 s2(a)(ii)**

Sch 2 s2(a)(ii)

Cc: Lee, Angela <[Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au)>; Sch 2 s2(a)(ii)

Subject: Women in Trades Grant Applications for Evaluation [SEC=UNCLASSIFIED]

Dear Evaluation Panel Members,

Please find attached applications and relevant documents received under the *Women in Trades Grants Program*. As outlined in the Evaluation Plan, you will be evaluating each application based on the Selection Criteria set out in the Evaluation Plan and will record your assessments and scores in the Evaluation Form. The Evaluation Plan and the Evaluation Form have been shared with you earlier.

Due to the size of the files, the applications are shared with you in two parts. A second email will follow with the remaining applications.

Please note that <sup>Out of Sc</sup> has re-submitted a collaborative application that supersedes their initial submissions (**Out of Scope**). You are only required to evaluate the collaborative application. However, the initial applications are provided for your information.

On 21 May 2018, you will meet to discuss your assessments and agree on final scores for the applicants. You will also agree on a threshold score for determining a shortlist of applicants who will be invited to give a presentation in front of you on 29 May 2018.

Please feel free to contact us if you have any question.

Many thanks,  
Rejwana

**Rejwana Farha | Policy Officer**

Phone: +61 2 6205 8336 | Email: [Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)

**Skills Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government**

Canberra Nara Centre, 1 Constitution Avenue | GPO Box 158 Canberra ACT 2601 | [www.cmtedd.act.gov.au](http://www.cmtedd.act.gov.au)

**From:** Cox, Ian  
**Sent:** Tuesday, 22 May 2018 4:55 PM  
**To:** Farha, Rejwana  
**Cc:** Miller, DavidJ; Caner, Isik  
**Subject:** RE: Women in Trades Evaluation Panel Meeting [SEC=UNCLASSIFIED]

Thanks heaps

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**From:** Farha, Rejwana  
**Sent:** Tuesday, 22 May 2018 4:43 PM  
**To:** Cox, Ian <Ian.Cox@act.gov.au>  
**Cc:** Miller, DavidJ <DavidJ.Miller@act.gov.au>; Caner, Isik <Isik.Caner@act.gov.au>  
**Subject:** RE: Women in Trades Evaluation Panel Meeting [SEC=UNCLASSIFIED]

Hi Ian,

You may have already seen the summarised comments from the Panel we sent out earlier today. The same has been added in a column in the attached spreadsheet as requested. Also, please see below some general comments from **Sch 2 s2(a)(ii)**.

**Sch 2 s2(a)(ii)**

- Nothing terribly innovative in applications. All applicant should be asked what's innovative in their proposed project and why do they think it will work to engage and retain women in trades.
- Narrow industry focus-emphasis on construction (the hardest nut to crack)- poor uptake.
- Nobody except unions has considered women already in the workforce, evidence of mature-age success and career changes seeking to upskill/reskill.
- Overemphasis on recruitment from schools with virtually no one acknowledging changes that need to occur to facilitate improvement in engagement.
- Critical area in proposals- information dissemination-content, consistency, accuracy and validity of claims need to align with government messages.
- Assumptions about workplace access-unions employers need to be on one side. Same for schools.
- Some applications requested significant amount of funds without demonstrating sufficient evidence of value for money in the activities being suggested.

**Sch 2 s2(a)(i)**

- More favourable to the applications that supports discrete number of women entering trades.
- It is important to identify the applications that have the potential to deliver tangible outcomes.
- Women in non-traditional trades enter these trades because they want to do this job, not because they want to be singled out. Activities that require them to be singled out (e.g. women only events) do not work.
- Applications that are proposing to do things they did 30 years ago should not be prioritised.
- Change in perception should be addressed through early education.

Kind regards,

Rejwana << File: WiT-Applications-Summary-Review v3.xlsx >>

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**From:** Cox, Ian  
**Sent:** Tuesday, 22 May 2018 3:07 PM  
**To:** Farha, Rejwana <Rejwana.Farha@act.gov.au>; Caner, Isik <Isik.Caner@act.gov.au>  
**Cc:** Miller, DavidJ <DavidJ.Miller@act.gov.au>  
**Subject:** RE: Women in Trades Evaluation Panel Meeting [SEC=UNCLASSIFIED]

Rejwana and Isik,

Thanks for your work on this yesterday and running a great evaluation meeting and process.

We have a Minister catch up on Thursday and I'm doing verbal update of where things are at.

Request: are you able to add another column to this with dot point summary of Panel's comments for each. (You might have something beyond that in train – if so, happy to receive). But I found this spreadsheet on the money.

I'm conscious we are mid-point in this process – will be careful about what is conveyed to MO. Intend to keep it general.

Ian << File: Copy of WiT-Applications-Summary-Review v2.xlsx >>

-----Original Appointment-----

**From:** Farha, Rejwana

**Sent:** Tuesday, 8 May 2018 10:58 AM

**To:** Farha, Rejwana; Caner, Isik; Lee, Angela; Miller, DavidJ; Cox, Ian

**Subject:** Women in Trades Evaluation Panel Meeting

**When:** Monday, 21 May 2018 3:00 PM-4:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.

**Where:** Nara Level 4 South Stromlo - 8 persons

**From:** [Farha, Rejwana](#)  
**To:** [Caner, Isik](#); [Cox, Ian](#); [Sch 2 s2(a)(ii)]  
**Cc:** [Lee, Angela](#); [Sch 2 s2(a)(ii)]  
**Subject:** 2018 ACT Women in Trades Grants Evaluation [DLM=Sensitive]  
**Date:** Tuesday, 22 May 2018 3:06:00 PM  
**Attachments:** [WiT Evaluation Form - Panel Scores.xlsx](#)

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Dear Evaluation Panel Members,

Thank you for your participation in the initial Evaluation Meeting yesterday. Below is a summary of your discussion and steps forward:

1. The Evaluation Panel discussed each application, their strengths and weaknesses and agreed to shortlist the following applications for in-person presentation and further evaluation:

- a. [Out of Scope]
- b. [Redacted]
- c. MBA

2. The Evaluation Panel agreed that the [Out of S], UnionsACT and [Out of Scop] applications did not present innovative ideas addressing the emerging issues identified by the Women in Trades Grants Program. The Panel also agreed that each of these applicants should be given feedback on their applications identifying the shortcomings so that their future applications can be improved.

3. The Panel agreed to invite the shortlisted applicants for presentations on 30 May 2018 at 8:45am-10:15am for 20 minutes presentation by each (10 minutes for presentation and 10 minutes for Q&A).

Individual scores for each applicant are presented in the attached document along with comments and questions for their presentations. Applicants with a score higher than 65 out of 100 have been shortlisted.

I would request each of you please review this document and let us know if you disagree with any of the scores and comments. Additionally, if you would like to add to the comments/questions, please share your feedback by 3pm Wednesday, 23 May 2018. We would like to notify the shortlisted applicants tomorrow after 3pm.

Many thanks and kind regards,  
Rejwana.

**Rejwana Farha | Policy Officer**

Phone: +61 2 6205 8336 | Email: [Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)

**Skills Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government**

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| Application | Understanding of the issues and factors impeding the take up of trades by women, both within their sector of domain expertise and also more generally | Previous relevant experience in program delivery in similar or related initiatives, including a review of past approaches and the learnings gained | Staff capacity and capability to implement the program and activities outlined in the application | Capability to engage with the target group and build a collaborative approach with other stakeholders | Demonstrated match funding contribution | Organisational Effectiveness Score (Out of 50) | Originality of the proposed activities in addressing the objectives | Responsiveness of proposals to references and research paper provided by Skills Canberra with the Application Guidelines at Attachment A | Methodology and strategies used in proposed activities to address the Program Fund Objectives | Ability to identify linkages to other existing initiatives, both local and national, and how they will be leveraged | Proposed communication elements so outcomes can be shared beyond the direct parties involved | Demonstrated adherence to the Work Health Safety Act and Regulations | Activity Effectiveness Score (Out of 60) | Comments/Reasons for Scoring   |
|-------------|---|--|---|---|---|--|---|--|---|---|--|--|--|--|
| MBA         | 6   | 7  | 7   | 6   | 9                                       | 35   | 6   | 6  | 7   | 5   | 7  | 7  | 38                                       | Good project team. Idea of four week taster ok but not great - what next? Minimal innovation. Some collab with SkillsCAN and links to industry but not expanded on. Doesn't really go into how it will break down barriers. Employer incentives?   |
| UnionsACT   | 6   | 4  | 4   | 6   | 1                                       | 21   | 4   | 4  | 4   | 5   | 5  | 7  | 29                                       | References research but doesn't really address how it will address it (or does so on one aspect...support). Doesn't tackle the employer issue. UnionsACT has good scope to utilise exiting networks and good collaboration with CCW. Majority of project costs funds the hire of field officers... UnionsACT has a number of field officers as does SkillsCAN. Also the support services through CCW... great for existing workers but how does this increase numbers of change the culture? |

# Out of Scope

| Applicant | Organisational Effectiveness Score (Out of 50) | Activity Effectiveness Score (Out of 50) | Total Score (Out of 100) | Strengths   | Weaknesses  | Short list? | Questions we want addressed in presentation  |
|-----------|--|--|--------------------------|---|---|-------------|--|
| MBA       | 35   | 32                                       | 67                       | 1. Supports women in entering trades, there is potential for tangible outcome. 2. Cost effective. 3. Down the track if the outcomes are positive, has potential to be scaled up. 4. Past record shows MBA has the capacity to deliver. 5. MBA has the potential to recruit employers. | 1. Lack of originality 2. For 15/30 women, it's a very brief program and the process seems tenuous.   | Yes         | 1. Clarify the number of women supported through the program, 2. Why choose Carpentry, plumbing, Civil Construction? 3. How will MBA document best practices in campaigning/marketing to women? 4. Many criticise the sustainability of Employer Incentive programs. Why do you think it works and what is MBA's thoughts on sustainability of such programs after the incentives stop? 5. What is the innovation, i.e. what is MBA proposing to do differently under WIT Grants program than its business as usual? |
| UnionsACT | 21   | 24                                       | 45                       | 1. Mentioned retaining women and upskilling unlike other applications.  | 1. Biggest cost project. 2. Field Officers already exists, its duplicative. 3. Not proposing anything new from what Unions did 30 years ago, 4. Construction is the hardest industry to provide pathway for women, 5. Existing female construction workers are already connected to Unions, how will they recruit new? 6. Does not have the potential to recruit employers. | No          |  |

# Out of Scope

## EVALUATION SCORE BY INDIVIDUAL PANEL MEMBER

| Application ID | Applicant Organisation | Organisational Effectiveness Score (50%) | Activity Effectiveness Score (50%) | Total Score (Out of 100) | Value for Money | Shortlist |
|----------------|------------------------|--|------------------------------------|--------------------------|-----------------|-----------|
| MBA            | 0                      | 35                                       | 32                                 | 67                       | 7 - Good        | Yes       |
| UnionsACT      | 0                      | 21                                       | 24                                 | 45                       | 4 - Poor        | No        |

# Out of Scope

**From:** [Farha, Rejwana](#)  
**To:** **Sch 2 s2(a)(ii)**  
**Cc:** [Lee, Angela](#)  
**Subject:** RE: 2018 ACT Women in Trades Grants Evaluation [DLM=Sensitive]  
**Date:** Tuesday, 22 May 2018 4:34:00 PM

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Hi **Sch 2 s2(a)(ii)**,

Thank you for your prompt feedback. We will add the question on innovation for each applicant.

Kind regards,  
Rejwana

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**From:** **Sch 2 s2(a)(ii)**  
**Sent:** Tuesday, 22 May 2018 4:26 PM  
**To:** Farha, Rejwana <Rejwana.Farha@act.gov.au>; Caner, Isik <Isik.Caner@act.gov.au>; Cox, Ian <Ian.Cox@act.gov.au>; **Sch 2 s2(a)(ii)**  
**Cc:** Lee, Angela <Angela.Lee@act.gov.au>; **Sch 2 s2(a)(ii)**  
**Subject:** Re: 2018 ACT Women in Trades Grants Evaluation [DLM=Sensitive]

Hi Rejwana,

I have read through the documentation and believe the views of the panel are well reflected. You could possibly make more of the fact that several applicants requested significant \$\$\$ and we were concerned that there was insufficient evidence of value for money in the activities being suggested.

In the MBA questions, acknowledgement of their experience in the delivery of programs is important, however can they please identify what they consider are the innovative aspects of their approach. Maybe that's a good question to ask each of them. What's innovative and why do they think it will work to engage and retain???

Cheers,

**Sch 2 s2(a)(ii)**

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**From:** Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>  
**Sent:** Tuesday, 22 May 2018 3:06:33 PM

**To:** Caner, Isik; Cox, Ian; Sch 2 s2(a)(ii)

**Cc:** Lee, Angela; Sch 2 s2(a)(ii)

**Subject:** 2018 ACT Women in Trades Grants Evaluation [DLM=Sensitive]

Dear Evaluation Panel Members,

Thank you for your participation in the initial Evaluation Meeting yesterday. Below is a summary of your discussion and steps forward:

1. The Evaluation Panel discussed each application, their strengths and weaknesses and agreed to shortlist the following applications for in-person presentation and further evaluation:

- a. Out of Scope
- b. [REDACTED]
- c. MBA

2. The Evaluation Panel agreed that the Out of Scope UnionsACT and [REDACTED] applications did not present innovative ideas addressing the emerging issues identified by the Women in Trades Grants Program. The Panel also agreed that each of these applicants should be given feedback on their applications identifying the shortcomings so that their future applications can be improved.

3. The Panel agreed to invite the shortlisted applicants for presentations on 30 May 2018 at 8:45am-10:15am for 20 minutes presentation by each (10 minutes for presentation and 10 minutes for Q&A).

Individual scores for each applicant are presented in the attached document along with comments and questions for their presentations. Applicants with a score higher than 65 out of 100 have been shortlisted.

I would request each of you please review this document and let us know if you disagree with any of the scores and comments. Additionally, if you would like to add to the comments/questions, please share your feedback by 3pm Wednesday, 23 May 2018. We would like to notify the shortlisted applicants tomorrow after 3pm.

Many thanks and kind regards,  
Rejwana.

**Rejwana Farha | Policy Officer**

Phone: +61 2 6205 8336 | Email: [Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)

**Skills Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government**

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 -----

**From:** Cox, Ian  
**Sent:** Tuesday, 22 May 2018 3:07 PM  
**To:** Farha, Rejwana; Caner, Isik  
**Cc:** Miller, DavidJ  
**Subject:** RE: Women in Trades Evaluation Panel Meeting [SEC=UNCLASSIFIED]

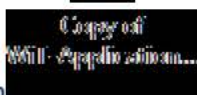
Rejwana and Isik,

Thanks for your work on this yesterday and running a great evaluation meeting and process.

We have a Minister catch up on Thursday and I'm doing verbal update of where things are at.

Request: are you able to add another column to this with dot point summary of Panel's comments for each. (You might have something beyond that in train – if so, happy to receive). But I found this spreadsheet on the money.

I'm conscious we are mid-point in this process – will be careful about what is conveyed to MO. Intend to keep it general.



lan

-----Original Appointment-----

**From:** Farha, Rejwana  
**Sent:** Tuesday, 8 May 2018 10:58 AM  
**To:** Farha, Rejwana; Caner, Isik; Lee, Angela; Miller, DavidJ; Cox, Ian  
**Subject:** Women in Trades Evaluation Panel Meeting  
**When:** Monday, 21 May 2018 3:00 PM-4:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.  
**Where:** Nara Level 4 South Stromlo - 8 persons

| Ranking | Applicant Organisation  | Partnerships  | Title of Project  | Start Date | End Date   | Funds Requested | Total Project Cost | Contact Person | Email                                | Project Description  |
|---------|---|---|---|------------|------------|-----------------|--------------------|----------------|--------------------------------------|--|
| 1       | The National Electrical and Communications Association (ECA) Training Pty Ltd | NECA ACT (Association Branch Office) NECA Training (RTO)  | Women in Power - ACT Electrical Trades Engagement Project | 25/06/2018 | 28/06/2019 | 68 900.00       | 130 020.00         | Michele Ellis  | michellee.ellis@neccatraining.com.au | The program will integrate off-job training on-job training professional and personal development mentoring and employer training and support not forgetting that the underlying objective is employment within the ACT's Electrical or broader Construction Industry. The program will consist of the following components: 1) Promotion for 2 cohorts of participants (15 each) for 2018 and 2019 and recruitment through utilising existing networks of electrical contractors secondary schools RTOs Apprenticeship Support Network (ASN) providers and community youth support and sporting organisations; 2) Community Education by providing Parents/influential others with the opportunity to attend information nights read hardcopy and web-based materials and/or contact NECA EA directly; 3) Nationally Accredited Training - Participants will receive training towards nationally accredited Units of Competency within the Cert II Cert III and Cert IV qualifications in the UEE11 and UET12 training packages; 4) Personal and Professional Development for participants in skill sets such as strategies to maximise employment opportunities interview preparation WHS teamwork etc.; 5) Mentoring support during the program through the Apprenticeship recruitment process and during the initial period of the Apprenticeship; 6) Employer Training and Support; and 7) Assistance to access Post Program Employment in the Electrical or broader Construction Industry. |
| 2       | Australian Training Company Ltd.  | Orbus3. (NAWIC and SALT to be invited to present and provide information during workshop phase.)        | Future Trades Women                                       | 30/06/2018 | 29/06/2021 | 70 900.00       | 227 900.00         | Jenny Rosman   | irosman@austrg.com.au                | 1) ATC will recruit and employ thirty female ASBA's (school based trainees) over a three year period in the Certificate II Resources and Infrastructure Work Preparation (RIWP) traineeship. The project includes the recruitment (under Group Training arrangements) of two cohorts of trainees each for an 18 month period. Formal training will be delivered in a combination of on and off the job. 2) ATC will run a series of Aspirational Workshops during the funding period. These Workshops will be aimed at addressing issues around females entering the construction industry and target a broad range of stakeholders. They will include: Workplace Harassment and Bullying Workshop; Mentor Seminar; Employer Breakfast-How do you as employers recruit females into your Workforce; Finance Workshop - Managing your money as an Apprentice'.  |
| 3       | CIT Collaborated Application  |   |   |            |            | 410 000.00      |                    |                |                                      | Project activities:<br>-Identifying key issues in women entering non-traditional trades.<br>-Promoting women in trade opportunities.<br>-Big picture year 12 (practice based learning using industry identified projects).<br>-Creating events for the showcasing of trades (ApprenticeLink events women only).<br>-Establishing apprentice support mechanisms that would identify and address key barriers.<br>-Researching using qualitative and quantitative methods commencing with current environmental control group.<br>-Social media and case studies (used to generate success to further women and employers).<br>-External partner research.   |
| 4       | The Master Builders Association of the ACT (MBA ACT)                          |   | MBA Work Insight Program                                  | 25/06/2018 | 24/06/2021 | 64 485.00       | 128 970.00         | Liz Nair       | lnair@mba.org.au                     | MBA have designed an innovative Work Insight Program comprising of a four week pre apprenticeship program providing exposure to the industry through training work site experience engagement of industry employers employees life coaches and a we l-being mentor. The program will deliver an avenue for employment of 0 females who wish to undertake an apprenticeship in Carpentry Plumbing or Civil Construction. The recruitment focus will involve a strong marketing campaign promoted via MBA networks. An information session will be conducted showcasing the MBA program and will include guest speakers from the construction industries leading women presenting insight on their own personal experiences. MBA is committed to increasing the uptake of women in trades by incentivising Host Employers with incremental payments for each six month period.   |
| 5       | UnionsACT (Trades and Labour Council of the ACT)                              | Construction Charitable Works (CCW); Affiliated unions (CFMEU ETU AMWU Australian Education Union TAFE) | Empower: Building Strong Women in the Trades              | 02/07/2018 | 30/04/2020 | 480 000.00      | 537 000.00         | Alex White     | unionsact@unionsact.org.au           | The project will provide support and assistance to women currently in the trades who need assistance the most in construction electrical and plumbing sectors in year one and will expand to automotive and telecommunications in later years. Program activities include:<br>o Visits to schools TAFEs RTOs and workplaces<br>o Providing advice support and information in workplaces classrooms and other locations<br>o Provide mentoring and practical support for women currently in the industry<br>o Providing information to industry through spec fic forums including existing tripartite forums<br>o Assisting young women and teachers in schools on pre-apprenticeship options<br>o Promotion of information about safety especially sexual harassment in workplaces classrooms and other locations<br>o Working and briefing regulators and policy makers about the results of the program.   |
| 6       | ACT Regional Building and Construction Industry Training Council Inc.         | NAWIC   | Women in Construction Trades                              | 30/06/2018 | 30/06/2021 | 300 000.00      | 636 000.00         | Vince Ball     | vince.b@bimetro.com.au               | CITC and NAWIC will Form Project Steering Committee to oversee the program that will undertake the following activities: 1) Create a Tradeswomen Steering Committee comprising of construction tradeswomen and apprentices to advise the project; 2) conduct public seminars to promote apprenticeships careers and jobs in Building and Construction to all women; 3) conduct a survey to gather feedback at the end of public seminars; 4) develop a range of accredited 'taster' programs for all interested women; 5) establish a formal support network of Mentors for participants and employers; 6) collaborate with employers and develop a 'code of practice' to support women in construction.   |

**Out of Scope**

1. Strong on campaigning/marketing; 2. Small budget to fund as a pilot.

1. UnionsACT has strong influence and is an important player in the construction industry.

1. Minimal collaboration beyond its own network. 2. The three areas selected (Carpentry plumbing Civil Construction) have the least representation of women and may suggest that increasing representation on the scale suggested is too ambitious. 3. Lacks new ideas to address the challenges raised in WIT Grant 4. Not clear how the program aims to increase women in trades. I.e. what measures will it apply if changing perception about construction industry among women does not lead to increase in uptake.

1. How do we (SC) have oversight of their promotional materials. How do we know its targeted towards women in trades? 2. What does Practical support for tradeswomen entail? 3. What messages would be delivered in schools/TAFE RTO and workplaces? How is the message relevant for meeting WIT grant objectives? 4. Need CVs of other key staff (Arain McVeigh Gabriela Falzon). 5. The component of this application that focuses on the promotion of information on safety (esp. sexual harassment) has merit. Can UnionsACT design a much smaller component? How would this fit with training already being delivered by CCW around respectful relationships?

**Out of Scope**

# Out of Scope

# Out of Scope

|                 |             |   |   |
|-----------------|-------------|---|---|
| Collaboration 2 | MBA (00004) | <p>MBA have designed an innovative Work Insight Program comprising of <b>a four week pre apprenticeship program providing exposure to the industry through training, work site experience, engagement of industry employers, employees, life coaches and a well-being mentor</b>. The program will deliver an avenue for employment of 10 females who wish to undertake an apprenticeship in Carpentry, Plumbing or Civil Construction. The recruitment focus will involve a <b>strong marketing campaign</b> promoted via MBA networks. <b>An information session will be conducted showcasing the MBA program and will include guest speakers from the construction industries leading women presenting insight on their own personal experiences</b>. MBA is committed to increasing the uptake of women in trades by incentivising Host Employers with incremental payments for each six month period.</p> <p>Funds Requested: \$64,485</p> | <p>1) Both applicants propose to work in Construction industry, 2) Both applications have activities aimed at promoting apprenticeships and careers in building and construction (in green), 3) both applications focus on exposing women to traditional trades through preapp and taster programs (in red). 4) The broader public seminars by <span style="background-color: black; color: black;">[REDACTED]</span> application can be expanded to include schools for MBA's pre-app programs, while the mentorship network and the 'code of practice' can be accessed by the MBA's <i>Work Insight Program</i> participants.</p> |
|-----------------|-------------|---|---|

# Out of Scope

|                          |   |   |
|--------------------------|---|---|
| <p>UnionsACT (00005)</p> | <p>The project will provide support and assistance to women currently in the trades who need assistance the most in construction, electrical and plumbing sectors in year one and will expand to automotive and telecommunications in later years. Program activities include:</p> <ul style="list-style-type: none"> <li>o Visits to schools, TAFEs, RTOs and workplaces</li> <li>o Providing advice, support and information in workplaces, classrooms and other locations</li> <li>o Provide mentoring and practical support for women currently in the industry</li> <li>o Providing information to industry through specific forums, including existing tripartite forums</li> <li>o Assisting young women and teachers in schools on pre-apprenticeship options</li> <li>o Promotion of information about safety, especially sexual harassment, in workplaces, classrooms and other locations</li> <li>o Working and briefing regulators and policy makers about the results of the program.</li> </ul> <p>Funds Requested: \$480,000</p> | <p>1) Both applicants propose to work in Construction industry, 2) Both applications have activities aimed at promoting apprenticeships and careers in trades by exposing women, especially school students to information on safety, workplace harassment etc. While the UnionsACT has outlined what the project will try to address, the <span style="background-color: black; color: white; font-size: 8px;">Out of Scope</span> application will attempt to apply these principles to the 30 female ASBAs they recruit and train through the program. Materials developed by UnionsACT, can be used to educate the ASBAs. 3) Revised application will need to balance and reduce the combined budget.</p> |
|--------------------------|---|---|

**From:** [Farha, Rejwana](#)  
**To:** @a.o.u  
**Cc:** [Lee, Angela](#); [Caner, Isik](#)  
**Subject:** 2018 ACT Women in Trades Grants Program: Applicant Shortlist [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 23 May 2018 3:20:00 PM

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Dear Applicant,

I am pleased to inform you that Master Builders Association of the ACT (Application # 00004) has been shortlisted for further evaluation under the *2018 ACT Women in Trades Grants Program*. You are invited to present your application in person to the Evaluation Panel **at 9:15am on 30 May 2018** at Level 4 Nara Centre.

The presentation will consist of 10 minutes of project overview and 10 minutes of Q&A. You are requested to address the following questions in your presentation:

1. Clarify the number of women supported through the program.
2. Why choose Carpentry, Plumbing, Civil Construction?
3. How will MBA document best practices in campaigning/marketing to women? How will it maintain the accuracy, consistency and quality of information?
4. Many criticise the sustainability of Employer Incentive programs. Why do you think it works and what is MBA's thoughts on sustainability of such programs after the incentives stop?
5. How will this project increase overall uptake of women in trades?
6. What is the innovation, i.e. what is MBA proposing to do differently under WiT Grants program than its business as usual? and why do you think it will work to engage and retain women into male dominated trades?

Please send us a confirmation on your attendance and name/s of the presenter (maximum two) in response to this email. If you plan on using PowerPoint for the presentation, please email a copy of the file to us by 4:00pm on 29 May 2018.

Thanks and kind regards,  
Rejwana

**Rejwana Farha | Policy Officer**

Phone: +61 2 6205 8336 | Email: [Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)

**Skills Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government**

Canberra Nara Centre, 1 Constitution Avenue | GPO Box 158 Canberra ACT 2601 | [www.cmtedd.act.gov.au](http://www.cmtedd.act.gov.au)

**From:** Myers, Christina  
**Sent:** Wednesday, 30 May 2018 2:32 PM  
**To:** Attridge, Vanessa; Miller, DavidJ  
**Subject:** Pls see from MBA web site

**Categories:** READING / RESEARCH

An innovative Master Builders Work Insight Program comprising a four week preapprenticeship program which provides exposure to the industry through training, work site experience, networking with industry employers and employees, life coaching and well-being mentoring sessions has been shortlisted for further evaluation under the 2018 ACT Government ACT Women in Trades Grants Program.

"This would be an opportunity for young women to get a feel for what it would be like to work in a trade in the building and construction industry", said Master Builders President, Gracie Ferreira. "Choosing a career path as a female tradie can be daunting and sometimes young women need the opportunity to test the waters first."

Master Builders ACT is committed to working with government to increase the uptake of women in trades. The MBA already trains 50% of the ACT's carpentry apprentices and this program, if successful, will deliver a pathway of employment of ten females who wish to undertake an apprenticeship in Carpentry, Plumbing or Civil Construction.

In addition to this program, the Master Builders will offer incentives to Host Employers who take on female apprentices for each six month period of employment. If the program is successful in receiving a Government grant, Master Builders ACT will hold an information session for the general public to find out more.

Successful candidates will be announced in June.

For further information please contact Master Builders ACT: Karen Freer, Marketing Manager, 0437 955 923

[Download PDF \(366.82 KB\)](#)

**From:** Caner, Isik  
**Sent:** Wednesday, 30 May 2018 4:12 PM  
**To:** Miller, DavidJ  
**Cc:** Farha, Rejwana; Lee, Angela  
**Subject:** FW: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

Hi Dave

So Rejwana stumbled upon this today on the MBA website. Technically they aren't lying but they went off way too early publishing something on their website I reckon.

We did not include a condition about waiting to announce news in the application guidelines/process so I don't think they have breached anything. But it is a bad look considering we haven't finished process and there is a chance you'll hear about it from other applicants who didn't get shortlisted.

Thoughts on how we should proceed?

Thanks

Isik

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**From:** Farha, Rejwana  
**Sent:** Wednesday, 30 May 2018 3:34 PM  
**To:** Lee, Angela <Angela.Lee@act.gov.au>; Caner, Isik <Isik.Caner@act.gov.au>  
**Subject:** RE: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

So this is interesting:

<https://www.mba.org.au/news-and-media/news/article/master-builders-women-in-trades-program-shortlisted-in-act-government-grants-initiative/>

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**From:** Lee, Angela  
**Sent:** Wednesday, 30 May 2018 3:33 PM  
**To:** Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>; Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>  
**Subject:** RE: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

Agree. Except that the qual they have identified is currently not an AA pathway or subsidised under User Choice.

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**From:** Caner, Isik  
**Sent:** Wednesday, 30 May 2018 3:15 PM  
**To:** Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>; Lee, Angela <[Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au)>  
**Subject:** RE: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

Thanks Rejwana. The link below is the commonwealth incentives. Not sure which ones would apply for people undertaking MBA course

<https://www.australianapprenticeships.gov.au/publications/summary-australian-government-australian-apprenticeships-incentives-programme>

Ange – what do you think about wanting a breakdown of workshop \$. I don't think we need it as [redacted] per workshop doesn't seem too outrageous. My main concern was if they were asking \$ for training (which would be provided through User Choice).

Thanks

Isik

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**From:** Farha, Rejwana  
**Sent:** Wednesday, 30 May 2018 3:06 PM  
**To:** Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>; Lee, Angela <[Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au)>  
**Subject:** RE: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

Hi Isik,  
The MBA application says that the [redacted] Sch 2 a2.2(a)(xi)  
[redacted]

Out of Scope  
[redacted]

Cheers  
Rejwana

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**From:** Caner, Isik  
**Sent:** Wednesday, 30 May 2018 2:00 PM  
**To:** Lee, Angela <[Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au)>; Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>  
**Subject:** RE: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

Mmm the evaluation panel (bar [redacted] Sch 2 s2(a)(ii)) didn't really see it as an issue but that could be due to their lack of knowledge of employer incentives and their history. I think we flag it with an issue with the Min and see her views. I flagged it with Dave earlier.

MBA  
Sch 2 a2.2(a)(xi)  
[redacted]

[redacted]

Out of Scope

Thanks

Isik

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**From:** Lee, Angela  
**Sent:** Wednesday, 30 May 2018 1:49 PM  
**To:** Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>; Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>  
**Subject:** RE: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

Do we need to seek clarity on those things and get Eval Panel or Chair approval before we progress? Or do we flag them as issues that we will work through?

Might be good to sort them out first because both have impact on the total \$\$ going out the door and this is something the Min will have an interest in announcing.

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**From:** Caner, Isik  
**Sent:** Wednesday, 30 May 2018 1:44 PM  
**To:** Lee, Angela <[Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au)>; Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>  
**Subject:** RE: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

Thanks Ange. The pressos went well. A couple of things that I think we need to flag to the minister/Dave (mainly about **Sch 2 a2.2(a)(xi)** in MBA application and the **Out of Scope**

It's exciting that soon we will see action and hopefully outcomes.

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**From:** Lee, Angela  
**Sent:** Wednesday, 30 May 2018 1:01 PM  
**To:** Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>; Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>  
**Subject:** RE: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

So glad things went well this morning! Well done team!

I've just finished having a look at the brief and made a couple of suggestions for how we present the recs to the Min. I have also just changed the order of the info a little bit, cause the brief is primarily about her signing off the recs and we also want to ensure that the Min is comfortable that it was a robust process. Hope this makes sense.

Cheers,  
Ange

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**From:** Farha, Rejwana  
**Sent:** Tuesday, 29 May 2018 12:52 PM  
**To:** Lee, Angela <[Angela.Lee@act.gov.au](mailto:Angela.Lee@act.gov.au)>; Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>  
**Subject:** RE: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

Thanks Ange. It should be fine. The level 5 conference room was not available, so I booked level 4 Ainslie. Set up should be easy.

**Out of Scope**

Cheers  
Rejwana

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**From:** Lee, Angela  
**Sent:** Tuesday, 29 May 2018 12:45 PM  
**To:** Farha, Rejwana <[Rejwana.Farha@act.gov.au](mailto:Rejwana.Farha@act.gov.au)>; Caner, Isik <[Isik.Caner@act.gov.au](mailto:Isik.Caner@act.gov.au)>  
**Subject:** RE: Australian Training Company - Women in Trades Presentation [SEC=UNCLASSIFIED]

I will be working from home tomorrow. Will you two be okay with room set up, taking notes etc? Let me know if there is anything I can be working on while you're occupied with presentations.

Cheers,  
Ange

# Out of Scope