



**Community
Grants Hub**
Improving your grant experience



Productivity, Education and Training Fund

Submission Reference: R97QNF2T

Application Information

Funding for the PET Fund was announced in the 2022-23 October Budget as part of the Department's Program 3.1 Workplace Support to provide support for employer representatives and unions to improve safety, fairness and productivity within Outcome 3: Facilitate jobs growth, including secure work through policies and programs that promote fair, productive and safe workplaces. The PET Fund will run over a period of 3 years from 2023-24 to 2025-26.

The expected outcomes of the PET Fund grant program are:

To support and increase engagement by employers' and workers' representatives, and their members, through enhanced tripartite governance structures across the workplace relations portfolio. This will include more active advice and consultation roles on possible future reforms;

To enable recipients to develop and implement workplace productivity, education and training initiatives to support their members to engage in law reform processes; and

To encourage take up of current and new laws in their workplaces, and monitor and provide feedback regarding the implementation of law reforms.

Community Grants Hub

This grant round is being administered by the Community Grants Hub, on behalf of the Department of Employment and Workplace Relations.

Closing Date/Time

Applications must be submitted by **9:00pm Australian Eastern Standard Time (AEST) Monday 3 April 2023**.

Making Sure Your Application is Saved

Upon exiting the form please ensure that you use the Save and Close button. The Continue button should only be used as you intend to progress through the form. For your Application to be saved when exiting, you will need to click on:

- 'Save and Close', and
- 'Confirm'.

You will know that your application is saved when you are taken from the current form process to the Form Saved page.

Note that the Save and Close button asks that you Confirm that you wish to save the Application, which you must do to complete the save process. If this is not done, your Application will not be saved.

You can return to your Application with the data saved using the link on the 'Form Saved' page that says 'Click here to return to your form' and confirming your submission reference ID details.

Grant Opportunity Documents

Read information on the Grant Opportunity Documents before completing this Application Form. The Grant Opportunity Documents are available on the GranConnet [link](#) and Community Grants Hub [websites](#). Applications will be assessed using the process outlined in the Guidelines.

Application Help

Information about the App ca on process s available on the Gran Connec [□](#) and Commun y Gran s Hub [□](#) webs es.

App cans mus subm any ques ons re a ng o he Program or h s App ca on process n wr ng o suppor [@communygran.s.gov.au](mailto:communygran.s.gov.au) [□](#). App cans may subm hese ques ons up un fve bus ness days pr or o he Cos ng T me and Da e. A response w be prov ded w h n fve bus ness days.

App cans may d rec any genera enqur es, reques s for ech nca he p or suppor n us ng and/or subm ng he App ca on Form by:

- Phone 1800020283
- Ema o suppor [@communygran.s.gov.au](mailto:communygran.s.gov.au) [□](#)

Attachment Limits

This App ca on Form a ows users o a ach f es o suppor he r app ca on. You mus prov de an a achmen where nd ca ed. Use he 'Up oad F e' bu on o se ec your f e from a oca dr ve.

Accepted file types: .bmp, .doc, .docx, .gif, .jpeg, .jpg, .msg, .pdf, .png, .pps, .pp, .ppx, .x, .xs, .xsb, .xlsx.

Note: There s a 2048.0KB m per a achmen. Mu pe documen s shou d be scanned n o a s ng e documen. Compressed or z p f es are no accep ed. F e names mus be un que and no ncude fore gn charac ers.

Sharing this Form

More han one person shou d no access h s form a he same me. If h s s done here s a r sk ha nforma on enered n he form may be os and no ransferred upon subm ss on. If you w sh o share h s form and access de a s, please ensure ha on y one user ed s he form a any g ven me.

To avo d any ssues w h your subm ss on, ensure each con r bu or has comp e ed he r upda es, saved he r changes and ex ed he form pr or o ano her person access ng he same form.

Submission Reference ID

Each App ca on Form s a oca ed a un que Subm ss on Reference ID. Each me h s App ca on s accessed you w be requ red o use h s Subm ss on Reference ID.

Submitting Application Form

Once you have comp e ed h s App ca on Form, you mus subm e ec ron ca y by us ng he subm ss on sec on a he end of h s form.

Please no e: here may be shor , schedu ed ou ages o sys ems as par of regu ar nforma on echno ogy ma n enance ha may affec subm ss on of h s form. No f ca on of hese ou ages w be on he webs e.

Following subm ss on, a message w h your Subm ss on Reference ID w appear on your screen and you w be prov ded a PDF rece p of your subm ss on v a ema you are a so able o send a rece p o an add ona ema address of your choos ng. Please save h s ema rece p for fu ure reference and use s a correspondence about h s app ca on.

Note: App ca ons w be assessed us ng he process ou ned n he Gran Oppor un y Documen s. App cans w be no f ed of he gran fund ng ou come on comp e on of he assessmen process.

National Relay Service (NRS)

The Commun y Gran s Hub uses he NRS o ensure our con ac numbers are access be o peop e who are deaf or have a hear ng or speech mpa rmen. Please phone 1800555677 o access he NRS.

Australian Tax Office Reporting

The Depar men w need o repor de a s of paymen s made o he Aus ra an Taxa on Off ce (ATO) as par of he axab e repor ng ob ga ons for governmen en es.

In genera erms, he ypes of paymen s o be repor ed o he ATO are:

- Paymen s made for gran s o en es w h an Aus ra an Bus ness Number (ABN)
- Paymen s made for serv ces.

If you rece ve a paymen from he Depar men ha mee s he ATO cr er a, w be repor ed o he ATO as par of he Taxab e paymen s annua repor .

For her nforma on s ava able on he Aus ra an Taxa on Off ce [□](#) webs e.

Privacy

The Community Grants Hub uses an integrated Smart form service assisted by the Department of Industry, Science and Resources on www.business.gov.au.

If you are providing information to access a non-Department of Industry, Science and Resources program, that information will not be accessed by Department of Industry, Science and Resources employees. The only exception to this is where Senior Analysts within the Department of Industry, Science and Resources require access to your information for the sole purpose of troubleshooting technical errors. Where this occurs Senior Analysts will only access the data with permission and at the request of external agencies.

The Community Grants Hub will be able to access the Application as part of the form support services.

By submitting the Application you acknowledge that the information provided in the Application may be shared with other Commonwealth and law enforcement agencies for the prevention and detection of fraud.

For more information about how the Department of Industry, Science and Resources processes your privacy and personal information, please see the Department of Industry, Science and Resources Privacy Policy. The Community Grants Hub Privacy Policy and WCaG Access to Information and the Department of Employment and Workplace Relations Privacy Policy should also be read and understood.

Use of Information

Your Submission Reference is:

R97QNF2T

Please send your feedback on this saved form by entering your email address below. This email will be your Submission Reference, the date and time this application process was closed, and a link to access your saved form.

If you have any questions regarding this Application please phone 1800020283 or email support@communitygrants.gov.au.

Your email address *

[s 22 \(1\)](#)

Confirm your email address *

[s 22 \(1\)](#)

Use of Information

The Community Grants Hub may use the information, other than personal information, provided in this Application Form as follows:

- Comply with the Australian Government requirements to publish the details of a grant recipients on the Grant Connect website
- Inform staff negotiating and establishing Grant Agreements of risks and issues that need to be addressed in the Grant Agreement for that program
- Inform future assessments for Applications.

All information including personal information provided in this Application may be shared with other Commonwealth and law enforcement agencies for the purpose of preventing and detecting fraud. This includes personal information of any third party provided in this Application.

You can only apply if you agree to the use of the information you provide in this form for the purposes listed above.

Check this box if you agree to the use of the information you provide in this Application Form.

I agree *

Existing Grant Recipient

Is the Applicant an existing Grant Recipient through the Community Grants Hub? *

If you require assistance, please call 1800020283.

Yes No

Applicant Details

Are you applying as a Trustee on behalf of a Trust? *

Note: The Trustee will enter into a Grant Agreement with the Department (should the application be successful).

Yes No

Please attach a copy of the fully signed Trust Deed here. *

[Att 1. TUEF Constitution.pdf](#)

Does the Trustee have an Australian Business Number (ABN)? *

Yes No

Enter the Trustee's ABN in the Australian Business Number (ABN) field and check the Value ABN button to review your registration details.
ABN *

56 469 208 528

Enter the ABN Branch Number relevant to the Trustee's ABN, if applicable. This is limited to 3 digits.

ABN Branch Number

Note: If the details displayed are out of date or incorrect, please update them now via the Australian Business Register website then re-enter and validate the ABN.

Australian Company Number (ACN) / Australian Registered Body Number (ARBN)

Legal/registered entity name *

The Union Education Foundation

If you have Business Names registered, you can select the relevant Business Name. If you have no registered your Business Name, you can either select "Same as Legal Entity" or "Other" in the "registered business name" field. If "Other" is selected, you will be asked to provide the Trustee's registered business name in another field that will become available.

Business name of the Trustee *

TUEF

Date of Registration

10 Oct 2001

Australian Business Register (ABR) provided Entity Type

Other Unincorporated Entity

State

VIC

Postcode

3000

GST Registered Checked if the Trustee is GST Registered.

Registered as Charitable Checked if the Trustee is registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC).

Does the Trustee have any of the following types of Incorporation Number: Australian Company Number (ACN), Australian Registered Business Number (ARBN), Registration Number, Indigenous Corporation Number (ICN), Incorporated Association Number (IAN)? *

Note:

An ACN (Australian Company Number) is a nine digit number issued by the Australian Securities and Investments Commission (ASIC). It is a unique identifier purely for companies incorporated under the Corporations Act 2001 of the Commonwealth.

An ARBN (Australian Registered Body Number) is a nine digit number issued by the Australian Securities and Investments Commission (ASIC). Some organisations can only conduct business in their 'home' state or territory. By becoming a registered Australian body, these organisations can trade throughout all states and territories in Australia.

A Registration Number is a form of Incorporation Number for a Cooperative that has been established and/or registered under the relevant legislation in the State or Territory in which they were formed.

An ICN (Indigenous Corporation Number) is a number issued by the Office of the Registrar of Indigenous Corporations under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

An IAN (Incorporated Association Number) is a number given to an Incorporated Association that has been incorporated or registered under the relevant incorporated associations legislation in the State or Territory in which they were formed.

Yes No

Enter the Trustee's Incorporation Number/s. *

ACN

098400134

ARBN

ICN

Registration Number

IAN

Does the Trust have an Australian Business Number (ABN)? *

You must respond to this question. For further details refer to <http://www.abr.business.gov.au/>

Yes No

What is the legal entity name of the Trust? *

You must respond to this question. 200 character limit.

NOTE: This field accepts the characters of A-Z, 0-9, () . , ' / & , and other characters including carriage returns are not accepted.

The Union Education Foundation

What is the registered business address and main contact details of the Applicant?

The business address must be completed in full and not be a PO Box. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601.

Note: The address fields accept the characters of A-Z, 0-9, () . , ' / & , and other characters including carriage returns are not accepted.

Please note that an Applicant can select 'Unavailable' following an notified valid address on a temporary basis, the Department will use this non valid address for correspondence.

Floor / Building; Unit; Apartment

Street number, name and type *

Level 4 365 Queen Street

Suburb/Town *

MELBOURNE

State *

VIC

Post code *

3000

Address Validated



Unavailable

Main Telephone *

5

Main email address *

5 22 (1)

Web address

What is the postal address of the Applicant?

The postal address must be completed in full. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601.

Note: The address fields accept the characters of A-Z, 0-9, () . , ' / & , and other characters including carriage returns are not accepted.

Same as business address above

Is the registered business address and main contact details supplied above different for the Trust? *

Yes No

What is the registered business address and main contact details of the Trust?

The business address must be completed in full and not be a PO Box. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601.

Note: The address fields accept the characters of A-Z, 0-9, () . , ' / &, and other characters including carriage returns are not accepted.

Please note that an App can see a 'Unable to validate' following an unaffiliated validation attempt, the Department will use this non-validated address for correspondence.

Floor / Building; Unit; Apartment

Street number, name and type *

Suburb/Town *

State *

Postcode *

Address Validated



Unable to validate

Main Telephone *

Main email address *

Web address

What is the postal address of the Trust?

The postal address must be completed in full. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601.

Note: The address fields accept the characters of A-Z, 0-9, () . , ' / &, and other characters including carriage returns are not accepted.

Same as business address above

What is the Applicant's financial email address for the receipt of Department of Employment and Workplace Relations payment advice should the Application be successful? *

You must respond to this question. 350 character limit.

The email address must be entered in a valid format with no spaces (eg. example@business.com.au).

Payment advice includes Recipient Created Invoices (RCTIs).

s 22(1)

Does the Applicant operate as not-for-profit? *

For example requirements, refer to the Guidelines.

For further details about not-for-profit organisations refer to the Australian Tax Office website.

You must respond to this question.

Select No if the Applicant operates for profit.

Select Yes if the Applicant operates as not-for-profit.

Yes No

Eligibility Requirements

What is the Applicant's entity type? *

For a list of eligible entity types, refer to the Guidelines.

If you are unsure about the Applicant's entity type, please seek professional advice (e.g. from your lawyer or accountant) or refer to the Australian Business Register website for further information.

You must respond to this question. Choose the entity type that is relevant to the Applicant from the list.

Unincorporated Association

Is the Applicant able to provide documentation to support the entity type? *

You must respond to this question.

If yes is selected you will be required to provide documentation to support the entity type.

NOTE: There is a maximum of two attachments for this question if the response is Yes.

Yes No

Can you confirm you are one of the listed invited organisations? *

Invited organisations are listed under Section 4 of the Grant Opportunity Guidelines.

To be eligible for this Grant Opportunity you must respond to this question.

I Confirm

National Redress Scheme Declaration *

Please confirm the entity applying for funding in this application is not included in the list of organisations on the National Redress Scheme's website.

Organisations included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signed their name to join the Scheme' are not eligible to apply.

For more information, visit the National Redress Scheme's website.

To be eligible for this Grant Opportunity you must respond to this question.

I Confirm

Achieving program aims and objectives *

Applicants should demonstrate how their project or grant activities will achieve the program aims and objectives outlined in Section 2 of the Grant Opportunity Guidelines. To be eligible, your project or grant activity must support one of the following eligible criterion (listed in Section 5.1 of the Grant Opportunity Guidelines).

You must respond to this question.

Please select the option/s that apply.

- We can engage in tripartite governance or reform policy development
- We can run workplace initiatives to support our members or participate in law reform
- We can run initiatives to inform and encourage uptake of new laws in workplaces
- We can monitor and evaluate implementation of law reforms on the ground

Governance

Relevant Persons *

Has any senior officer or person involved in delivering the Activity been involved in any of the following events in the last 5 years?

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- Governance Involvement of relevant person(s).
- Any business failure of relevant person(s) including business failure of entities in which they hold, or held at the time of the event, a management or board position. Examples of a business failure include a Court Ordered or a Creditors Voluntary Administration, Liquidation, External Administration, or Receivership.
- Bankruptcies of relevant person(s).
- Bankruptcy proceedings, including parallel Deb Agreements or Parallel Insolvency Agreements, against relevant person(s).
- Litigation against relevant person(s) including judgement debts.
- or
- None of the above apply and there is no adverse information on any relevant person associated with his entity.

Reportable Events *

Select the appropriate box(es) that relate to any events to which your entity may have been subjected in the last 5 years.

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- Governance Involvement of your organisation or related entities.
- Litigation or liquidation proceedings.
- A contract with your entity terminated by the other party.
- Contingent liabilities of a material amount.
- Overdue tax liabilities.
- Factors which might impact on your entity. For example, pending significant litigation, business commitments, commitments by debt covenants on agencies on behalf of creditors, or potential liquidation proceedings.
- Any significant change in your entity's financial position not reflected in the financial statements provided.
- Any other particular circumstances which are key to adversely affect your capacity to undertake his project.
- or
- None of the above events apply and there is no adverse information on my entity.

Does the Applicant have the following documents?

Note: You may be required to provide copies of the above documents within 7 days upon request.

1. Documented organisational and financial policies and procedures. *

Yes No

2. Business plan and/or strategic plan. *

Yes No

3. Risk management plan. *

Yes No

Project/Activity Details

Provide a short title of your Application for this Project/Activity. *

NOTE: This field accepts the characters of A-Z, 0-9, () . , / \ @ , and other characters including carriage returns are not accepted.

Poicy advice, education and training in relation to Amendments to the Fair Work Act.

(Limit approx 38 words / 250 characters)

85 characters of 250 used

Provide a brief description of your project or the services to be delivered and how it will contribute to the objectives outlined in the Grant Opportunity Guidelines. *

Questions/Instructions:

- The response should be easy to understand and written in plain English. Try not to use technical terms, acronyms, or jargon.
- Your response should be a succinct summary of your project, or explain how you will implement the services detailed in the Grant Opportunity Guidelines.
- The description may be used as part of our application review, and may be copied or published for reporting or grant agreement purposes.

The ACTU will provide high quality legal & policy advice to Government as part of bipartite & tripartite processes. This will support the Government's WR reform agenda by ensuring the Government's provided details & through full policy advice related to workers' issues. We will use existing and additional fora to consult with union leaders & workers to support engagement in policy development. By ensuring workers' views are conveyed in Government processes, we will support negotiation, consultation & information exchange between & among governments, employers & workers. The ACTU will ensure high quality, relevant & useable education & training is provided to workers about changes to the FWA. We will provide education & training to unions & workers to support implementation of changes to the FWA. By ensuring workers & unions are educated about & trained in the new laws, we will facilitate collective bargaining, support dispute prevention & resolution, & enhance workplace cooperation.

(Limit approx 150 words / 1 000 characters)

1 000 characters of 1 000 used

In which service area/s is the Applicant proposing to deliver the Project/Activity? *

Instructions:

- The Service Area Type field below indicates the service areas relevant to this grant opportunity.
- If applicable, choose the relevant select/drop down the available service areas.
- Tick the applicable service area/s where you are proposing to deliver this project/activity.
- Uncheck the selected service area/s to remove selection.

IMPORTANT NOTE:

You may only select 40 service areas per form. If you wish to apply for more service areas, a separate form/s will need to be completed.

Selected service area/s *

Australia

Financials

Provide a breakdown of the requested grant funding for each previously selected service area/s. *

Australia

2023 2024 (exc GST) *

\$	767,045.00
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2024 2025 (exc GST) *

\$	767,045.00
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2025 2026 (exc GST) *

\$	767,045.00
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To a fund ng

\$	2,301,135.00
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Approx. % of To a

	100
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Summary

2023 2024 To a

\$	767,045.00
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2024 2025 To a

\$	767,045.00
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2025 2026 To a

\$	767,045.00
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To a fund ng

\$	2,301,135.00
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Provide bank account details for receipt of grant payments should the Application be successful.

You must respond to these questions.

Bank account details for the receipt of payments:

- BSB Number: Enter the BSB number for the Applicant's nominated bank account. Must be 6 digits only. Do not enter spaces or other characters.
- Account Number: Enter the account number for the Applicant's nominated bank account. Must be 20 digits only. Do not enter spaces or other characters.
- Account Name: Enter the account name for the Applicant's nominated bank account. The account name should be as it appears on the bank statement. 60 character maximum. The character count includes letters, numbers, spaces, paragraph marks, but not punctuation. NOTE: This field accepts the characters of A-Z, 0-9, () . , & / \ @ , and other characters including carriage returns are not accepted.

BSB number *

063262

Account number *

10253735

Account Name *

The Union Education Foundation

Assessment Criteria

Organisational profile *

When addressing the criteria, strong applicants will:

- Demonstrate an in-depth understanding by the organisation of current workplace relations frameworks,
- Outline how the organisation monitors, assesses and contributes to future outlooks in the workplace relations space,
- Outline the organisation's affiliated networks and demonstrate the breadth of networks the organisation supports, and
- Outline the organisation's proposed approach to meeting grant funding obligations related to progress reporting of grant funding expenditure and consultative outcomes.

You must respond to this question

This field accepts the characters of A to Z, 0 to 9, () , . ' & / \ @ , other characters and formatting are not accepted.

THE ORGANISATIONS AFFILIATED NETWORKS AND BREADTH OF INTERESTS

The Australian Council of Trade Unions is the peak body for Australian unions, made up of 38 affiliated unions who together represent about 1.8 million workers and their families.

The ACTU has been involved in every significant workplace relations issues and reform since it was established in 1927. This has included: equal pay (for women and Indigenous workers), superannuation, sick pay, annual leave, Med care, penalty rates, higher wages, work safety laws, paid parental leave, and JobKeeper.

The ACTU has played a crucial role working across the union movement in the development of the Fair Work Act, and its predecessor acts, including the Industrial Relations Act 1988.

The industrial gains are many: decades of wage increases through the award system, safer workplaces, greater equality for women, improvements in working hours, enhanced paid holidays and better employment conditions, and the establishment of a universal superannuation system.

The ACTU has played a role in all of these achievements. It has contributed to fairness and justice in the community as well as contributing to Australia's post-war development and immigration program, the social security system, Med care and education to name just a few.

Unions are active every day campaigning in workplaces and communities around Australia for better job security, pay and conditions, rights at work, healthier and safer workplaces, and a fairer and more equal society.

The ACTU's role as peak body is coordinated nationally, representing workers at a range of government and non-government forums in Australia and overseas, and providing industrial, policy and other support to affiliates.

The ACTU has four elected officers, and an elected Executive of representatives from affiliates and state and territory trades and labour councils. The peak decision-making body, ACTU Congress, meets every three years.

Its headquarters in Melbourne, with smaller offices in other states.

THE ACTU HAS AN INTIMATE UNDERSTANDING OF CURRENT WORKPLACE RELATIONS FRAMEWORKS.

This is demonstrated by: representing the interests of workers in the annual wage review; engaging with the Fair Work Commission in matters of policy and practice; and engaging with Government and Parliament in the development of policy and legislation. The focus of the ACTU's working relationship with affiliated unions in the workplace relations system who themselves operate across state and federal workplace relations regimes.

The work of the ACTU and the Australian Union movement is fundamental to the Government's welcome and ambitious commitment of "getting wages moving again" and delivering better "secure jobs". From representing the interests of workers in the annual wage review, advocating for award variations, bargaining for wage increases for workers across the nation, ongoing education and development of union leaders, and organising for safe and healthy workplaces our work is crucial.

HOW THE ACTU MONITORS, ASSESSES AND CONTRIBUTES TO FUTURE OUTLOOKS IN THE WORKPLACE RELATIONS SPACE

The ACTU tracks directly through unions and its subsidiaries from which the ACTU assesses the future outlooks in the workplace relations space, in terms of workplace relations impact on work and workers. In terms of the workplace relations systems impact on parties involved in the workplace relations space the ACTU engages regularly with affiliated unions through meetings hosted by the ACTU and ended by affiliates and meetings hosted by affiliates and ended by the ACTU.

The ACTU engages deeply with academic and non-academic researchers to engage with deeper and broader policy debates and analysis. This information is of an industry dissemination. For example, in the lead up to the Federal Government's Jobs Summit, the ACTU released a series of policy papers on "An economy that works for people"; "Skilling the nation"; "Secure jobs for a safer future"; and "Delivering Equity for Women at Work". In addition to dedicated policy reports, leaders of the ACTU regularly speak at Trade Union Conferences, and other fora, like the National Press Club, about issues in the Workplace Relations Space.

THE ACTU'S PROPOSED APPROACH TO MEETING GRANT FUNDING OBLIGATIONS RELATED TO PROGRESS REPORTING OF GRANT FUNDING EXPENDITURE AND CONSULTATIVE OUTCOMES.

The ACTU regularly receives grants from State and Federal Governments and we are accustomed to regular reporting to Government on those grants. The ACTU runs a strong governance framework for financial accountability. The ACTU intends to report on a quarterly basis under taken by the ACTU in the very of the grant in each reporting period including engagement with governance structures across the workplace relations portfolio, consultative outcomes with our affiliated networks and members on workplace law reforms and our education and training activities. This will include the number of attendees and participants at each event, including gender and diversity information. The ACTU intends to allocate salaries and on costs for personnel directly employed for the grant activities on an annual basis.

(Limit approx 900 words 6 000 characters)

5 246 characters of 6 000 used

Consultative approach *

When addressing the criteria, strong applicants will:

- Outline the organisation's existing approach to bilateral and tripartite consultation, and commitment to meaningful and consistent engagement on workplace relations issues and reforms,
- Outline ways in which the organisation maintains consistent engagement with its members and affiliated networks to consult and educate on workplace relations frameworks, including reforms, and
- Identify areas where inefficient resourcing impedes meaningful engagement in bilateral and tripartite structures, and which grant funding might support.

You must respond to this question

This field accepts the characters of A to Z, 0 to 9, () , . ' & / \ @ , other characters and formatting are not accepted.

THE ACTU'S EXISTING APPROACH TO BILATERAL AND TRIPARTITE CONSULTATION

The ACTU has a long and rich commitment to partnership. Irrespective of the Government of the day, the ACTU will engage constructively with Government providing a voice for working people. Most recently, the ACTU has dedicated significant resources to participate in the Jobs and Skills Summit, including reaching agreements with A Group, BCA, COSBOA, ACCI and the National Association of Manufacturers on a range of issues. The ACTU has been an active and engaged participant in COIL, including coordination and facilitating engagement with the union movement. Under the previous Government, the ACTU engaged constructively with the then Minister to identify reforms which could help workers during the COVID pandemic.

THE ACTU'S COMMITMENT TO MEANINGFUL AND CONSISTENT ENGAGEMENT ON WORKPLACE RELATIONS ISSUES AND REFORMS

The ACTU has been involved in every significant workplace relations issues and reform since it was established in 1927. This has included: equal pay (for women and Indigenous workers), superannuation, sick pay, annual leave, Med care, penalty rates, higher wages, work safety laws, paid parental leave, and JobKeeper.

The ACTU has played a crucial role working across the union movement in the development of the Fair Work Act, and its predecessor acts, including the Industrial Relations Act 1988.

THE WAYS IN WHICH THE ACTU MAINTAINS CONSISTENT ENGAGEMENT WITH ITS MEMBERS AND NETWORK TO CONSULT AND EDUCATE ON WORKPLACE RELATIONS FRAMEWORKS, INCLUDING REFORMS

The ACTU maintains consistent engagement with our affiliates and engagement to consult and educate on workplace relations through a series of forums targeted for different audiences in unions and workplaces. The national regular forums for technical discussions are the Industrial Relations Act on Commission of the ACTU; regular meetings of trades and labour councils from state and territory governments; and regular meetings of National Trade Union Secretaries. The ACTU also provides facilities on workplace laws which are suitable for any worker to access including in relation to rights at work like pay, leave, casual work and coronavirus. The ACTU also engages directly with workers through an email service with significant coverage. The ACTU also operates the ACTU Trade Union Insure which employs educators to provide specific education and training about industrial relations laws and law reform.

AREAS IN WHICH INEFFICIENT RESOURCING IMPEDES MEANINGFUL ENGAGEMENT IN BILATERAL AND TRIPARTITE STRUCTURE AND WHICH GRANT FUNDING MIGHT SUPPORT

The ACTU is funded primarily by affiliate fees set by the ACTU Congress. These fees are paid based on union membership numbers and are effectively paid for by union members. The ACTU employs staff experienced in education, communication, policy development and industrial work. The change in Government has resulted in a requirement for education and training in relation to new reforms and to facilitate engagement with government consultative processes. This new ability leads to high specialised resources in peak reform periods. The ACTU requires additional resources in order to deliver this work.

(Limit approx 900 words 6 000 characters)

3 305 characters of 6 000 used

Capacity to deliver activities to support productivity, education and training for their members *

When addressing the criterion, strong applicants will:

- Identify areas where activities will address the needs of their members, including assessing their current and new workplace laws,
- Demonstrate experience in the development and delivery of productivity, education and training activities, and
- Outline access to personnel with their expertise and experience, including management and technical staff.

You must respond to this question

This field accepts the characters of A to Z, 0 to 9, () , . ' & / \ @ , other characters and formatting are not accepted.

<p>AREAS WHERE ACTIVITIES WILL ADDRESS THE NEEDS OF ACTU AFFILIATES AND UNION MEMBERS</p> <p>The Government's Secure Jobs and Better Pay Reform agenda and additional legislative reforms scheduled this year are the most significant reforms to our workplace relations system in a generation. Its scale and ambition will reshape and rebalance our labor market, assisting workers and employers to succeed in the decades ahead, if the laws are properly understood and expeditiously implemented.</p> <p>Whether made additional support, employer and employee representatives acknowledge the capacity to be able to properly meet the ambition of the Government's legislative reform agenda. A failure to support the necessary education and understanding of this nature among employers and employees will put this nature at risk as the nation cannot afford us to fail.</p> <p>The ACTU will use a range of existing, expanded and new forums to engage with affiliates and members about the policy reform agenda. These forums have been established in response to demands from affiliates and members to support coordinated engagement in government processes around policy development and implementation.</p> <p>ACTIVITIES WHICH WILL ASSIST ACTU AFFILIATES AND UNION MEMBERS TO IMPLEMENT WORKPLACE LAWS</p> <p>The ACTU has consulted with union leaders to determine the training and support they require to implement these new laws. This included a leaders meeting in February this year which was held for the express purpose of identifying these needs. With the resources provided under this grant, the ACTU will develop broad education and information about the new laws and regulations and provisions of written resources free of charge to unions and their members. Should more funding become available, this work could be considerably extended to meet the identified needs.</p> <p>ACTU EXPERIENCE IN THE DEVELOPMENT AND DELIVERY OF PRODUCTIVITY EDUCATION AND TRAINING ACTIVITIES</p> <p>The Trade Union Training Authority (TUTA) was established in the 1970s with ongoing support until its abolition by the Howard Government in 1996. The Union Education Foundation (TUEF) was established in 2001. Both TUTA and TUEF have played a crucial role in the development, education and evolution of labor movement practitioners for generations. Its programs like Organising Works, Advocacy Skills, and Bargaining Skills have and continue to play a crucial role in ensuring a strong and effective voice for Australian workers.</p> <p>Over the last decade (from 2012-2022) TUEF has managed resources provided under the previous Productivity Education and Training Fund of over \$16,693 per participant in 835 separate courses. This included 8,065 participants who have completed Federal Register of Entry training. Even during the COVID period, training was able to continue, through a move to hybrid and online learning.</p> <p>Courses related to communication, advocacy, bargaining and negotiation, building healthy workplace culture, workplace health and safety, developing workplace leaders, handling grievances in the workplace, and general leadership development, mental health in the workplace, social media skills, participating in parliamentary processes, and union governance. This grant will support ongoing delivery of these previously funded courses.</p> <p>ACCESS TO PERSONNEL WITH THE RIGHT EXPERTISE AND EXPERIENCE, INCLUDING MANAGEMENT AND TECHNICAL STAFF</p> <p>All ACTU staff are employed in accordance with competitive processes set out in our collective agreement. This results in high quality, diverse staff with a wide range of experience. In particular, the ACTU employs experienced managers, educators, course designers, industry representatives and communication staff which will facilitate a diverse range of the grant activities.</p>
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(Limit approx 900 words / 6 000 characters)

3 793 characters of 6 000 used

Alignment with eligible expenditure *

When addressing the criterion, strong applicants will:

- Outline proposed grant activities and demonstrate an alignment with eligible expenditure as detailed above in Section 5.2 Eligible Expenditure
- Outline a proposed approach to engaging with eligible expenditure items, including recruitment processes, approach to communication strategies, and format and frequency of engagement with members and affiliated works, and
- Identify whether grant activities which align with eligible expenditure could be improved through additional contributions via existing resources within their organization.

You must respond to this question

This field accepts the characters of A to Z, 0 to 9, () , . ' & / \ @ , other characters and formatting are not accepted.

<p>GRANT ACTIVITIES AND ALIGNMENT WITH ELIGIBLE EXPENDITURE</p> <p>The ACTU will ensure high quality engagement and policy advice through: ACTU attendance and preparation for Government and departmental factored consultations; factored attendance and preparation for Government and departmental factored consultations; consultation and engagement with trade unions about drafts and documentation provided to the ACTU by the Government; on behalf of trade unions, coordinated responses and provide advice on drafts and documentation provided to the ACTU by the Government; convene a minimum of 4 broad technical consultations for forums of trade unions to review detailed drafts and provide policy input to inform representatives in government discussions; convene a minimum of 3 meetings of senior trade union representatives to consider, develop and inform responses to government policy; convene a minimum of three discussions of a leadership group of key affiliates representing a wide range of trade union input to government policy; convene a minimum of three discussions of State and Territory Trades and Labor Councils to guide the coordination of trade union input to government policy; as required, establish and convene working groups of key trade union representatives to consult on engagement and policy advice in relation to specific areas of government reform; produce and disseminate updates to trade unions and their members on development of the proposed policy discussions; and designate a key contact person for policy discussions with Government.</p> <p>The ACTU will ensure high quality, relevant and useable education and training are provided to working people regarding the government's workplace relations reform agenda, particularly in respect of changes to the Fair Work Act. The ACTU will do this by: development and delivery of trade unions of broad education and information about new laws and regulations; and provision of 2 written resources (guides) free of charge to trade unions. The ACTU could engage more thoroughly, in more diverse forums, and using different modes, should more funding be made available.</p> <p>These will require eligible grant expenditure relating to salaries and costs for personnel directly employed in delivering and supporting these grant activities, on a pro rata basis relative to other commitments. Some costs will be incurred relating to contracting specialist staff directly related to the grant activities. There will be costs of development and delivery meetings and other activities designed to seek feedback from members, including surveys for key participants and costs of equipment used to deliver training. There will be costs of development and delivery programs, workshops, professional development, forums, and courses. There will also be costs incurred in developing communication and education activities relating to the current laws or workplace reforms. There is key to be some data collection and publication, analysis of survey results and reporting. There will be some travel costs associated with participation in agreed representative governance structures. There will also be internal grant administration and project related costs, including auditing, bi-annual and annual reporting, and associated costs.</p>
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(Limit approx 900 words / 6 000 characters)

3 307 characters of 6 000 used

Applicant Contacts

Who is the Applicant's preferred authorised contact person for this Application?

The person must have authority to act on behalf of the Applicant in relation to this Application.

Title *

First Name *

Last Name *

Position *

Telephone *

Mobile

Email address *

Provide an alternate authorised contact for this Application.

This person must also have authority to act on behalf of the Applicant in relation to this Application.

Title *

First Name *

Last Name *

Position *

Telephone *

Mobile

Email address *

Declaration

Do you have any conflicts of interest that may occur related to or from submitting this application? *

Yes No

Please read and complete the following declaration.

This Declaration must be signed by an authorized representative of the Applicant (or, if this Application is a joint/conjunct Applicant, an authorized representative of the lead organization). The authorized representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Guidelines.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receive a Recipient Created Tax Invoice (RCTI) for this funding, if applicable, should this Application be successful.
- I have read, understood and agree to the information provided in this Application as detailed in the Use of Information.
- If and where any personal data of a third party are included, the third party has been made aware of, and given their permission for those data to appear in this Application and for their personal information to be shared as detailed in the Use of Information.
- I give consent to the Community Grants Hub to make public the details of the Applicant and the funding received, should this Application be successful.
- I consent to receive correspondence, negotiations, grant agreements and any subsequent offers of variations to the agreement electronically. I understand and agree that my electronic correspondences constitute a valid and legally binding method for contracting under the grant agreement and the Electronic Transactions Act 1999 (Cth).

I understand and agree to the declaration above. *

I acknowledge that giving false or misleading information to the Community Grants Hub is a serious offence under Section 137.1 of the Criminal Code Act 1995 (Cth). *

Full name of Authorized Officer *

Position of Authorized Officer *

Date

S	General Manager	03/04/2023
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Please provide an estimate of the time taken to complete this Application Form, including:

- Actual time spent reading the guidelines, instructions and questions
- Time spent by all employees in collecting and providing the information
- Time spent completing all questions in the Application Form.

Hours

Minutes

12	
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A copy of receipt will be sent to: [S 22 \(1\)](#)

The Union Education Foundation

CONSTITUTION

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The contents of this constitution are:

PART 1 – CONTENTS

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PART 2 – NAME, OBJECT AND POWERS

2. Name

The name of the company is “The Union Education Foundation Limited” (in this constitution “the company”).

3. Object

- 3.1 The sole object of the company is to be the trustee of The Union Education Foundation (in this constitution “the Foundation”).
- 3.2 The Foundation is constituted in accordance with Part 3.

4. Legal Capacity and Powers

- 4.1 The company has:
- (a) the legal capacity and powers of an individual, and
 - (b) all the powers of an incorporated body, as provided by section 124 of the Corporations Law
- 4.2 The company may only exercise its powers for its object.

5. Use of Income, Assets and Profit

- 5.1 The company may only use its income, assets and profit for its object.
- 5.2 The company must not distribute any of its profit, income or assets directly or indirectly to its members.
- 5.3 Clause 5.2 does not prevent the company from paying its members:
- (a) reimbursement for expenses properly incurred by them, and
 - (b) for goods supplied and services provided by them,

if this is done in good faith on terms no more favourable than if the member were not a member.

PART 3 – THE FOUNDATION

6. Declaration of Trust

- 6.1 The company declares itself to be the trustee of the Foundation in accordance with and subject to this Part.
- 6.2 The declaration of trust in clause 6.1 is to be taken to have been made by the company:

- (a) at the time the company was registered; and
- (b) again whenever a special resolution is passed amending this Part.

7. Name

The name of the Foundation is “The Union Education Foundation”.

8. Object

The object of the Foundation is to provide education and training to unions, union members and the public, principally in Australia.

9. Trust Property

- 9.1 In this Part “the trust property” means the income and assets of the Foundation.
- 9.2 The trust property consists of:
- (a) all income and assets received by the company on behalf of the Foundation, and
 - (b) all income and assets derived from the trust property,

but does not include income and capital that has been distributed in accordance with clause 15.

- 9.3 The company holds the trust property on trust for the object of the Foundation.
- 9.4 The company may only use the trust property for the object of the Foundation.

10. Trust Account

- 10.1 The company must maintain a separate account (or accounts) in the name of the Foundation with an Australian bank, building society or credit union (in this clause “the trust account”).
- 10.2 The company must ensure that all income received by it on behalf of the Foundation is promptly paid into the trust account.
- 10.3 No payments may be made from the trust account except by cheque or electronic funds transfer.
- 10.4 Clause 56 applies to payments from the trust account.

11. Management and Administration

The company is responsible for the management and administration of the Foundation, subject to clause 13.2.

12. Investment Powers

- 12.1 The company may only invest the trust property in accordance with the Victorian *Trustee Act 1958*.
- 12.2 In investing the trust property the company must exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.
- 12.3 The company must at least once each year review the performance of all investments of the trust property.

13. Other Powers

- 13.1 The company may pay all expenses properly and reasonably incurred in managing and administering the Foundation out of the trust property.
- 13.2 The company may delegate its duties and powers as it thinks appropriate.
- 13.3 The company has all other powers necessary or desirable to give effect to this Part.

14. Restrictions on Expenditure

The company must not expend the trust property except by way of:

- (a) distributions in accordance with clause 15; and
- (b) payment of the expenses of the Foundation in accordance with clause 13.1.

15. Distributions and Accumulation

- 15.1 The company must distribute a substantial part of the net income of the Foundation each year, subject to clause 15.2.
- 15.2 The company may accumulate a substantial part (or all) of the net income of the Foundation for more than a year for a specified activity or project, subject to clause 20(a).
- 15.3 The company may accumulate and distribute the capital of the Foundation as it thinks appropriate.
- 15.4 All distributions of the income and capital of the Foundation are subject to clause 9.4.

16. Accounts

- 16.1 The company must keep true and fair accounts of the Foundation, separate from the company's other accounts.
- 16.2 The financial year of the Foundation is from 1 July to 30 June.
- 16.3 The company must have the accounts of the Foundation audited as required by clause 55.

17. Indemnity

The company is entitled to be indemnified by the Foundation out of the trust property against all liabilities incurred by it in its capacity as trustee of the Foundation.

18. Amendment

- 18.1 This Part may only be amended by special resolution of the company under clause 60.
- 18.2 Amendments of this Part are subject to clauses 6.2(b) and 20(b).

19. Winding Up

- 19.1 The Foundation may be wound up by special resolution of the company.
- 19.2 If the Foundation is wound up, its remaining assets must be given to another entity that has a similar object to the Foundation, subject to clause 20(c).

20. Tax Exemption

If the company has been notified by the ATO that the income of the Foundation is exempt from income tax:

- (a) the company must promptly notify the ATO if income is to be accumulated for a specified activity or project in accordance with clause 15.2;
- (b) the company must promptly notify the ATO of any amendment to this constitution; and
- (c) on winding up or dissolution, the remaining assets of the Foundation may only be given to an entity that is also exempt from income tax.

PART 4 – MEMBERSHIP

21. Members

The members of the company are the President, Senior Vice-President, Secretary and Assistant Secretaries of the ACTU.

22. Register of Members

The Board must ensure that a register of members is kept as required by section 169 of the Corporations Law in which are entered:

- (a) the name of each member,
- (b) the address for notices last given by the member,
- (c) the date of becoming a member, and
- (d) in the case of former members – the date of ceasing to be a member.

23. Liability

- 23.1 The liability of members is limited to the amount specified in clause 23.2.
- 23.2 If the company is wound up, each member undertakes to contribute up to \$10 to the company's property.
- 23.3 In clause 23.2 "member" includes a former member who was a member at any time during the year ending on the day of the commencement of the winding up, subject to clause 23.4.
- 23.4 Former members need not contribute in respect of a debt or liability of the company contracted after they ceased to be a member.

PART 5 – GENERAL MEETINGS

24. Annual General Meeting

- 24.1 The Board must convene an annual general meeting to be held:
 - (a) at least once in each calendar year, and
 - (b) within 5 months after the end of the company's financial year,as required by section 250N of the Corporations Law.
- 24.2 The Board must send members copies of the reports referred to in clause 24.3 with the notice of the annual general meeting so as to comply with sections 314 and 315 of the Corporations Law.

24.3 The Board must lay before the annual general meeting the annual financial report, directors' report and auditor's report for the last financial year as required by section 317 of the Corporations Law.

24.4 The ordinary business of the annual general meeting is:

- (a) to verify the minutes of:
 - (i) the last annual general meeting, and
 - (ii) any special general meetings since the last annual general meeting; and
- (b) to consider the annual financial report, directors' report and auditor's report.

24.5 The annual general meeting may only consider other business of which notice has been given in accordance with clause 26.2(c).

25. Special General Meetings

- 25.1 The Board may convene a special general meeting.
- 25.2 The Board must convene a special general meeting if requested by members in accordance with section 249D of the Corporations Law.
- 25.3 Members may themselves convene a special general meeting in accordance with section 249F of the Corporations Law.
- 25.4 Special general meetings may only consider business of which notice has been given in accordance with clause 26.2(c).

26. Notice

- 26.1 At least 21 days notice in writing of general meetings must be given to:
 - (a) each member,
 - (b) each director, and
 - (c) the company's auditor.
- 26.2 The notice must state:
 - (a) the date, time and place (or places) of the meeting,
 - (b) if the meeting is to be held at more than 1 place – the technology that will be used,
 - (c) the general nature of each item of business to be considered, and

- (d) if a special resolution is to be proposed:
- (i) the proposed resolution, and
 - (ii) that it is intended that the resolution be proposed as a special resolution,
- as required by section 249L of the Corporations Law.
- 26.3 The notice must also include a statement that:
- (a) all members have the right to appoint a proxy to attend, speak and vote instead of the member in accordance with clause 27, and
 - (b) proxies must be members,
- as required by section 249L(d) of the Corporations Law.
- 26.4 The notice may (but need not) include a form of appointment for the purposes of clauses 26.3 and 27.
- 26.5 If a general meeting is adjourned for 1 month or more, new notice of the resumed meeting must be given.
- 26.6 Despite clause 26.1, the accidental omission to give notice of the meeting to a member or members, or the non-receipt by a member or members of notice of the meeting does not invalidate the meeting, except as provided by section 1322(3) of the Corporations Law.
- 27. Proxies**
- 27.1 Members may only appoint other members as proxies.
- 27.2 Appointments of proxies must be:
- (a) in writing, naming the member (or members, in order) to hold the proxy;
 - (b) signed by the member; and
 - (c) given to the chair of the meeting before or at the commencement of the meeting.
- 27.3 Appointments of proxies are valid if they contain the information required by clause 27.2, despite section 250A(1) of the Corporations Law.
- 28. Use of Technology**
- General meetings may be held at more than 1 place, provided that the technology used enables each member present at all places the meeting is held to clearly and

simultaneously communicate with every other such member.

29. Quorum

- 29.1 The quorum for general meetings is the presence in person or by proxy of a majority of members.
- 29.2 If a quorum is not present within 30 minutes of the time of which notice has been given, the meeting must not proceed.

30. Chairing

- 30.1 The President of the ACTU is entitled to chair general meetings.
- 30.2 If the President is not present, or does not wish to chair the meeting, the Senior Vice-President of the ACTU is entitled to chair.
- 30.3 If neither the President nor the Vice-President is present, or if neither wishes to chair the meeting, the meeting must elect another member to chair.
- 30.4 The chair of the meeting has a deliberative vote, but does not have a casting vote.

31. Voting

- 31.1 Each member has 1 vote at general meetings.
- 31.2 Members may vote in person or by proxy.
- 31.3 Unless a poll is demanded, voting is by show of hands.
- 31.4 On a show of hands, members who have been appointed as proxies may cast their votes as proxies, as well as their own votes as members.
- 31.5 If an equal number of votes are cast for and against a proposed resolution or amendment, the chair of the meeting must declare the proposed resolution or amendment lost.
- 31.6 Section 250J(1A) of the Corporations Law does not apply to the company.

PART 6 – DIRECTORS

32. Number and Type

- 32.1 The company must have at least 3 directors.
- 32.2 The company does not have:
- (a) alternate directors, or
 - (b) a managing director.

33. Appointment

- 33.1 The directors are appointed by the ACTU.
- 33.2 The ACTU may specify the term of office of directors.
- 33.3 The ACTU may remove directors at any time.
- 33.4 Directors may be reappointed.
- 33.5 Even if it is subsequently found that a person who has acted as a director was not properly appointed, the validity of:
- (a) the acts of that person as a director, and
 - (b) decisions of meetings of the Board in which that person has participated;
- is not affected.

34. Term of Office

- 34.1 Directors hold office from the time of their appointment, unless some other time is specified by the ACTU.
- 34.2 If the ACTU specifies a term of office, a director holds office until the end of that term of office, subject to clause 34.3.
- 34.3 Directors cease to hold office if they:
- (a) are removed by the ACTU;
 - (b) resign by writing to the company;
 - (c) turn 72; or
 - (d) become disqualified under Part 2D.6 of the Corporations Law, subject to sections 206F(5) and 206G of the Corporations Law.
- 34.4 The ACTU may fill vacancies in directors (and must do so that there are a minimum of 3 directors at all times in accordance with clause 32.1).
- 34.5 The Board may continue to act despite any vacancy in directors.

35. Duties

Each director has the duties prescribed by the Corporations Law, including under Part 2D.1 those of:

- (a) reasonable care and diligence,
- (b) good faith and proper purpose,
- (c) proper use of position, and
- (d) proper use of information.

36. Remuneration

The Board may by regulation set reasonable remuneration to be paid to directors (including reimbursement for expenses), subject to section 211 of the Corporations Law.

37. Secretary

The Board must appoint a secretary of the company in accordance with Part 2D.4 of the Corporations Law.

38. Notification to ASIC

The company must notify ASIC of any change in its directors or secretary as required by section 205B of the Corporations Law.

39. Indemnity

The company indemnifies its directors and secretary against any liability incurred in that capacity (other than to the company or a related body corporate), unless the liability arises out of conduct involving a lack of good faith.

PART 7 – THE BOARD

40. Membership

The members of the Board are the directors of the company.

41. Chair and Deputy Chair

- 41.1 The Board must elect a director as Chair whenever there is a vacancy in the position.
- 41.2 The Board must elect another director as Deputy Chair whenever there is a vacancy in the position.
- 41.3 The Board may by resolution specify the term of office of the Chair and Deputy Chair.
- 41.4 The Board may by resolution passed by an absolute majority remove the Chair or Deputy Chair.
- 41.5 The Chair and Deputy Chair cease to hold those positions if they:
- (a) resign the position by writing to the Board; or
 - (b) cease to be a director.

42. Responsibility and Powers

- 42.1 The Board is responsible for the management of the company, subject to clause 42.4.
- 42.2 The Board may exercise all powers of the company on its behalf.
- 42.3 Without limiting clause 42.2, the Board may:
- (a) establish committees with such membership and terms of reference as it thinks appropriate; and
 - (b) delegate its powers as it thinks appropriate.
- 42.4 A general meeting may by resolution direct the Board on any matter within its powers.

43. Regulations

The Board may by resolution passed by an absolute majority make regulations to give effect to this constitution.

44. Public Statements

- 44.1 The Board may by regulation or resolution authorise a director or employee to make public statements on behalf of the company.
- 44.2 No person may make any public statement on behalf of the company unless authorised by the Board.

PART 8 – MEETINGS OF THE BOARD

45. Convening

- 45.1 The secretary, Chair or any 3 directors may convene a meeting of the Board.
- 45.2 Ordinary meetings of the Board must be held at least 3 times each year.
- 45.3 At its first meeting each year the Board must by resolution set the dates, times and places of ordinary meetings for that year.
- 45.4 The Board may by resolution subsequently change the dates, times and places of ordinary meetings.

46. Notice

- 46.1 Each director must be given at least 7 days notice in writing of meetings of the Board, subject to clause 46.4.
- 46.2 Notice may be given of more than 1 ordinary meeting of the Board at the same time.

46.3 The notice must include the date, time and place (or places) of the meeting, but need not include the business to be considered.

46.4 In cases of urgency a meeting may be held without the notice required by clause 46.1, provided that:

- (a) as much notice as practicable is given by whatever means will reach each director soonest; and
- (b) no resolution may be passed at the meeting except by an absolute majority.

47. Use of Technology

- 47.1 Meetings of the Board may be held at more than 1 place, provided that the technology used enables each director present at all places the meeting is held to clearly and simultaneously communicate with every other such director.
- 47.2 Without limiting clauses 47.1 and 46.4(a), meetings of the Board may be convened and held by telephone.
- 47.3 By becoming and remaining a director, all directors are taken to consent to clause 47.2.

48. Quorum

The quorum for meetings of the Board is the presence in person of a majority of the directors at the time.

49. Chairing

- 49.1 The Chair is entitled to chair meetings of the Board.
- 49.2 If the Chair is not present, or does not wish to chair the meeting, the Deputy Chair is entitled to chair.
- 49.3 If neither the Chair nor the Deputy Chair is present, or if neither wishes to chair the meeting, the Board must elect another director to chair.
- 49.4 The chair of the meeting has a deliberative vote, but does not have a casting vote.

50. Voting

- 50.1 Each director present at a meeting of the Board has 1 vote.
- 50.2 There is no voting by proxy.
- 50.3 If an equal number of votes are cast for and against a motion or amendment, the chair of

the meeting must declare the motion or amendment lost.

51. Disclosure of Interest

51.1 Each director who has a material personal interest in a matter that relates to the affairs of the company must as soon as practicable after becoming aware of the interest give the other directors notice of the interest at a meeting of the Board, unless otherwise provided by section 191(2) of the Corporations Law.

51.2 The notice required by clause 51.1 must include details of:

- (a) the nature and extent of the interest, and
- (b) the relation of the interest to the affairs of the company;

and these details must be recorded in the minutes of the meeting

51.3 Each director who has a material personal interest in a matter that is being considered at a meeting of the Board:

- (a) must not be present while the matter is being considered; and
- (b) must not vote on the matter;

except as provided by section 195 of the Corporations Law.

52. Resolutions without Meeting

A resolution set out in a document (or documents) signed by all directors entitled to vote stating that they are in favour has the same effect as a resolution passed at a meeting of the Board.

PART 9 – FINANCIAL AND LEGAL

53. Financial Year

The financial year of the company is from 1 July to 30 June, unless the Board otherwise determines under section 323D of the Corporations Law.

54. Accounts

The company must keep written financial records that:

- (a) correctly record and explain its transactions, and financial position and performance; and

- (b) would enable true and fair financial statements to be prepared and audited;

as required by section 286 of the Corporations Law.

55. Auditor

55.1 The Board must appoint an auditor within 1 month of registration of the company as required by section 327(1) of the Corporations Law.

55.2 The first annual general meeting of the company must appoint an auditor as required by section 327(3)(a) of the Corporations Law.

55.3 The Board or a general meeting must fill any subsequent vacancy in auditor within 1 month as required by section 327 of the Corporations Law.

56. Payments

56.1 All payments must be:

- (a) specifically authorised by the signatures of, and
- (b) in the case of cheques – signed by, at least 2 persons who are:
- (c) either directors or employees of the company; and
- (d) nominated by the Board by regulation or resolution.

56.2 The Board may nominate a list of individuals or positions to be signatories for the purpose of clause 56.1.

56.3 Signatories must not sign cheques until the payee and amount have been written in.

57. Common Seal

57.1 The company must have a common seal.

57.2 A document may only be sealed with the common seal if authorised by resolution of the Board.

57.3 The sealing must be witnessed by the signatures of at least 2 directors nominated by the Board by regulation or resolution.

57.4 The Board may nominate a list of individuals or positions to be signatories for the purpose of clause 57.3.

57.5 The Board must provide for the safe keeping of the common seal.

58. Minutes

The Board must ensure that:

- (a) minutes are taken and kept of all general meetings, meetings of the Board and resolutions without a meeting; and
- (b) in the case of minutes of meetings – the minutes are signed within a reasonable time after the meeting by the chair of the meeting or the chair of the next meeting; or
- (c) in the case of minutes of resolutions without a meeting – the minutes are signed by a director within a reasonable time after the resolution is passed;

as required by section 251A of the Corporations Law.

59. Records

- 59.1 The Board must provide for the safe keeping of the records of the company.
- 59.2 Members may inspect the records of the company at any reasonable time.

60. Amendment

- 60.1 This constitution may only be amended by special resolution as provided by section 136(2) of the Corporations Law.
- 60.2 Amendments to this constitution are subject to clause 62(a).
- 60.3 Within 14 days after passing a special resolution to amend this constitution, the company must lodge with ASIC copies of:
 - (a) the special resolution, and
 - (b) the amendment,

as required by section 136(5) of the Corporations Law.

61. Winding Up

- 61.1 If the company is wound up, its remaining assets must not be distributed to any member.
- 61.2 Instead the remaining assets must be given to an entity nominated by special resolution that:
 - (a) has a similar object to the company; and
 - (b) also prohibits the distribution of profit, income and assets to its members to at least as great an extent as this constitution;

subject to clause 62(b).

62. Tax Exemption

If the company has been notified by the ATO that its income is exempt from income tax:

- (a) the company must promptly notify the ATO of all amendments to this constitution; and
- (b) on winding up the remaining assets of the company may only be given to an entity that is also exempt from income tax.

63. Notices

- 63.1 Members and directors must give the company their address for notices, and any change in that address.
- 63.2 The address for notices may include a fax number and an email address.
- 63.3 The company must enter any change in the address of a member in the register of members.
- 63.4 Notice may be given to a member or director by sending it to the address last given by the member or director.
- 63.5 In this constitution a period of notice of a meeting expressed in days:
 - (a) includes the day on which notice is given; but
 - (b) does not include the day on which the meeting is held.
- 63.6 Notices sent by prepaid post are taken to have been given on the second business day after posting.
- 63.7 Notices sent by fax or email are taken to have been given on the business day after sending.

64. Interpretation

- 64.1 In this constitution, unless the contrary intention appears:
 - (a) “absolute majority” means a majority of the votes of all directors entitled to vote at the time, whether or not those directors are present, and whether or not they vote;
 - (b) “ACTU” means the Australian Council of Trade Unions;

- (c) "ASIC" means the Australian Securities and Investments Commission;
- (d) "ATO" means the Australian Taxation Office;
- (e) "the company" has the meaning given in clause 2;
- (f) "convene" means call and arrange to hold, and includes setting the date, time and place of the meeting;
- (g) "entity" includes body, trust and fund;
- (h) "the Foundation" has the meaning given in clause 3.1;
- (i) "regulations" means regulations of the company made under clause 43, and "regulation" has a corresponding meaning; and
- (j) "special resolution" means a resolution at a general meeting:
 - (i) of which notice has been given in accordance with clause 26.2(d); and
 - (ii) that is passed by at least 75% of the votes cast (in person or by proxy) by members;
 in accordance with sections 9 and 249L(c) of the Corporations Law.

- 64.2 The headings form part of this constitution.
- 64.3 This constitution is to be interpreted in accordance with the Corporations Law, except as otherwise provided in this clause.
- 64.4 The Board is responsible for the interpretation of the constitution and regulations.

PART 10 – REPLACEABLE RULES

65. Replaceable Rules

- 65.1 In this Part "replaceable rules" means those provisions of the Corporations Law that under section 135 of the Corporations Law apply to the company as replaceable rules:
 - (a) as modified by this constitution; and
 - (b) unless displaced by this constitution.
- 65.2 The following replaceable rules are modified by this constitution:
 - (a) section 202A(2) by clause 36; and
 - (b) section 203A by clause 34.3(b).

- 65.3 The following replaceable rules are displaced by this constitution:
 - (a) section 198A by clause 41;
 - (b) section 198B by clause 56;
 - (c) section 198C by clause 32.2(b);
 - (d) section 201G by clause 33;
 - (e) section 201H by clauses 33;
 - (f) section 201J by clause 32.2(b);
 - (g) section 201K by clause 32.2(a);
 - (h) section 202A(1) by clause 36;
 - (i) section 203F by clause 32.2(b);
 - (j) section 247D by clause 59;
 - (k) section 248C by clause 45.1;
 - (l) section 248E by clauses 49.1–49.3;
 - (m) section 248F by clause 48;
 - (n) section 248G(2) by clause 49.4;
 - (o) section 249C by clause 25.1;
 - (p) section 249J(4) by clauses 63.5 and 63.6;
 - (q) section 249T by clause 29;
 - (r) sections 249U(1)–(3) by clauses 30.1–30.3;
 - (s) section 250E(3) by clause 30.4; and
 - (t) section 250J(1A) by clause 31.6.

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From: s 22 (1)
To:
Cc:
Subject: RE: For approval - PET grant selection process [SEC=PROTECTED]
Date: Thursday, 6 April 2023 3:55:58 PM
Attachments: image001.jpg

PROTECTED

s 22 (1)

Noting the circumstances outlined below, I approve for the ACTU to be contacted and for them to be advised that they can seek an extension via the Community Grants Hub and submit their application as the Australian Council of Trade Unions (ACTU) ABN 67 175 982 800.

Kind regards

s 22 (1)

s 22 (1)
First Assistant Secretary

Safety and Industry Policy Division
Australian Government Department of Employment and Workplace Relations

s 22 (1)

s 22 (1)

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

PROTECTED

From: s 22 (1)
Sent: Thursday, 6 April 2023 4:18 PM
To: s 22 (1)
Cc: s 22 (1)
Subject: For approval - PET grant selection process [SEC=PROTECTED]

PROTECTED

Dear s 22 (1)

I am writing to you in your capacity as decision maker (the authorised delegate) for the Productivity, Education and Training (PET Fund) grants process.

The Community Grants Hub has provided the applications for the PET Fund to the Department today and advised that the ACTU has applied as the Union Education Foundation ABN 56 469 208 528 rather than as the Australian Council of Trade Unions (ACTU) ABN 67 175 982 800. Unfortunately this requires correcting as the ACTU is the eligible organisation to apply for PET Fund grant funding.

We have sought advice from the Finance and Budget Division (including the below email). In line with the PET Fund Grant Opportunity Guidelines, and because the PET Fund is a closed non-competitive process, their view is that we seek your approval as delegate to contact the ACTU and advise them of this discrepancy and advise the ACTU that they could seek an extension via the Community Grants Hub then submit their application as the Australian Council of Trade Unions (ACTU) ABN 67 175 982 800.

This action will not impact the integrity of the PET Fund assessment process. The amendment is technical and minor, and there is no advantage to the ACTU in undertaking this action as the ACTU is the only worker representative eligible to apply for PET Fund funding.

Please advise if you approve me contacting the ACTU on this basis.

Regards

s 22 (1)

s 22 (1)
Assistant Secretary

Workplace Relations Consultation Branch
Safety and Industry Policy Division
Australian Government Department of Employment and Workplace Relations

s 22(1)
dewr.gov.au

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PROTECTED

From: s 22(1)
Sent: Thursday, 6 April 2023 3:41 PM
To: s 22(1)
Cc: s 22(1)
Subject: PET grant selection process [SEC=PROTECTED]

PROTECTED

Hi

Thanks for your call just now.

The issue in short is under the Grant Opportunity Guidelines (GOGs) "To be eligible to receive a grant, you must be one of the listed invited organisations and have received an invitation to apply through GrantConnect"

We have received an application from the Union Education Foundation ABN 56 469 208 528 not the Australian Council of Trade Unions (ACTU) ABN 67 175 982 800.

This is possibly because there is an ownership affiliation between the Australian Council of Trade Unions (ACTU) ABN 67 175 982 800 and the Union Education Foundation ABN 56 469 208 528 and they have potentially not understood the implications of not applying under the ACTU business name.

Ultimately it is a decision for the delegate, but because you have a closed process with only invited applicants being able to apply and the applicant in this instance is the only workers representative applicant (union) invited to apply I believe you can reach to them without effecting the integrity of the selection process.

In reaching out to the applicant we could ask did they realise that under the GOGs that only the ACTU could apply for the grant and if this was an oversight on their behalf would the ACTU like to seek an extension under the GOGs in light of this information.

Excerpt of the GOGs is below

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub. The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Written requests to lodge a late application will only be accepted within 3 days after the grant opportunity has closed.

The delegate or their appointed representative^[1] will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

s 22(1)
Director

Procurement, Grants and FBP Workplace Relations | Finance Branch
Finance and Budget Division
Australian Government Department of Employment and Workplace Relations

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^[1] This may be the Department of Employment and Workplace Relations delegate or nominated staff member at the EL2 level or above.

PROTECTED

From: s 22 (1)
To: s 22 (1)
Cc: s 22 (1)
Subject: PET Fund - late application [SEC=PROTECTED, CAVEAT=SH CABINET]
Date: Thursday, 6 April 2023 5:00:54 PM
Attachments: [Late Application Request Form.pdf](#)
[Late Application Request Form.docx](#)
[image001.jpg](#)
[PET Fund Grant Opportunity Guidelines.pdf](#)
Importance: High

PROTECTED

Dear s 22 (1)

As you are aware, the ACTU was an Eligible Applicant for the Productivity Education and Training (PET) Fund Grant Opportunity. The eligible organisation is: The Australian Council of Trade Unions (ACTU) ABN 67 175 982 800.

The application you submitted contained the details of an organisation that is not eligible for the PET Fund Grant Opportunity under the PET Fund Grant Opportunity Guidelines (**attached**).

Eligible Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

To make a request to submit a late application, please complete the Late Application Request Form.

- Step 1. save this PDF to your desktop
- Step 2. open the document
- Step 3. complete the form
- Step 4. click the submit button (this will create an email to be sent to support@communitygrants.gov.au).

Alternatively, complete the form in Word and attach it to an email sent to support@communitygrants.gov.au.

Written requests to lodge a late application will only be accepted within 3 days after the grant opportunity has closed – **9pm Thursday 6 April 2023**.

If you have further question please contact me, or if next week please contact s 22 (1) on ph s 22 (1) .

Yours sincerely

s 22 (1)

s 22 (1)
Assistant Secretary

Workplace Relations Consultation Branch
 Safety and Industry Policy Division
 Australian Government Department of Employment and Workplace Relations
 s 22 (1)
dewr.gov.au

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

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Late Application Request Form

Grant applications must be submitted between the published open and closing times for the grant opportunity. Requests to submit applications after the closing time will only be considered if the applicant can demonstrate they have experienced exceptional circumstances that prevented submission.

Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable,
- beyond the applicant's control,
- unable to be managed or resolved within the application period.

How to lodge a late application request

To make a request to submit a late application, please complete the form below. Requests must be made within three days after the grant opportunity has closed, unless otherwise specified in the Grant Opportunity Guidelines.

Step 1. save this PDF to your desktop

Step 2. open the document

Step 3. complete the form

Step 4. click the submit button (this will create an email to be sent to support@communitygrants.gov.au).

Alternatively

Complete the form in Word and attach it to an email sent to support@communitygrants.gov.au.

If you would like assistance, please call the Community Grants Hub Hotline on 1800 020 283 or email support@communitygrants.gov.au.

Your request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Exceptional circumstances will be considered on their merits and in accordance with probity principles. A delegate will determine whether a late application will be accepted, and the Community Grants Hub will advise the applicant of the outcome via email.

By submitting this request, you acknowledge that the information provided is true and correct. Giving false or misleading information to the Community Grants Hub is a criminal offence. Persons, who do so, may be prosecuted under Section 137.1 of the *Commonwealth Criminal Code Act 1995*.

Grant Round Name	
Organisation Name	
Contact Details	<p>Name:</p> <p>Email address:</p>
Submission Reference	If you had commenced an application, your submission reference will assist us to locate your application data. This may expedite the late application process.
Explanation of exceptional circumstance	<p>This information will be used to inform the delegate's decision to accept or reject the late application request. Please provide clear and detailed information about your circumstances.</p> <p>Your explanation should demonstrate that the circumstances were:</p> <ul style="list-style-type: none"> • reasonably unforeseeable, • beyond the applicant's control, • unable to be managed or resolved within the application period.
Supporting evidence attached	<p><input type="checkbox"/> Yes, attached.</p> <p><input type="checkbox"/> No.</p> <p>Supporting evidence may include medical certificates, service outage notices, statutory declarations or other relevant information.</p>

Submit



Workplace Support

Support for employer representatives and unions to improve safety, fairness, and productivity in workplaces – Productivity, Education and Training Fund

Grant Opportunity Guidelines

Opening date:	21 March 2023
Closing date and time:	9:00 pm AEST on 3 April 2023
Commonwealth policy entity:	Department of Employment and Workplace Relations
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact</p> <p>Community Grants Hub</p> <p>Phone: 1800 020 283 (option 1)</p> <p>Email: support@communitygrants.gov.au</p> <p>Questions should be sent no later than 5:00 pm AEDT on 27 March 2023</p>
Date guidelines released:	21 March 2023
Type of grant opportunity:	Closed non-competitive
Version:	01 – 6 February 2023

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1. Provide support for employer representatives and unions to improve safety, fairness and productivity - Productivity, Education and Training Fund processes

The Workplace Support Program is designed to achieve Australian Government workplace relations reform objectives by providing support for Employer representatives and unions to improve safety, fairness and productivity

This grant opportunity is part of the above grant program which contributes to the Department of Employment and Workplace Relations Outcome 3: Facilitate jobs growth, including secure work through policies and programs that promote fair, productive and safe workplaces. The Department of Employment and Workplace Relations plans and designs the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#).



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money.



We make grant recommendations

We provide advice, through the grant assessment team, to the decision maker on the merits of each application.



Grant decisions are made

The decision maker (the authorised delegate), First Assistant Secretary of Safety and Industry Policy Division decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Productivity, Education and Training Fund

We evaluate your specific grant activity and the Productivity, Education and Training Fund as a whole. We base this on information you provide us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Productivity, Education and Training Fund (PET Fund) grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Employment and Workplace Relations (the department).

2. About the grant program

The department facilitates access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper.

The PET Fund implements an outcome of the 2022 Jobs and Skills Summit, insofar as business, unions and Government committed to work proactively together to strengthen tripartism and constructive social dialogue in Australian workplace relations. It also supports the Government's election commitment to secure Australian jobs, as this will require a sustained and enhanced tripartite effort to effectively develop and implement new workplace reforms. The PET Fund will support implementation of a range of workplace reforms and Jobs and Skills Summit outcomes by strengthening tripartism and constructive social dialogue in the Australian workplace relations system.

Funding for the PET Fund was announced in the 2022-23 October Budget as part of the department's Program 3.1 Workplace Support to provide support for employer representatives and unions to improve safety, fairness and productivity within Outcome 3: Facilitate jobs growth, including secure work through policies and programs that promote fair, productive and safe workplaces. The PET Fund will run over a period of 3 years from 2023-24 to 2025-26.

The Government's workplace relations reform agenda is significant, with the first of these reforms given Royal Assent on 6 December 2022 in the *Fair Work Legislation Amendment (Secure Jobs, Better Pay) Act 2022*. It is critical that employers' and workers' representatives are appropriately resourced to engage in tripartite consultation arrangements and with their members on these and any further reforms.

The expected outcomes of the PET Fund grant program are:

- To support and increase engagement by employers' and workers' representatives, and their members, through enhanced tripartite governance structures across the workplace relations portfolio. This will include more active advice and consultation roles on possible future reforms;
- To enable recipients to develop and implement workplace productivity, education and training initiatives to support their members to engage in law reform processes; and
- To encourage take up of current and new laws in their workplaces, and to monitor and provide feedback regarding the implementation of law reforms.

The Government has committed to closer engagement with these key stakeholders on its reform agenda. Strengthening tripartite consultation and social dialogue on workplace matters was an outcome of the Jobs and Skills Summit to improve safety, fairness and productivity in workplaces.

The Community Grants Hub will administer the grant program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

3. Grant amount and grant period

3.1 Grants available

The Australian Government has announced a total of \$5.06 million GST inclusive (\$4.60 million GST exclusive) over 3 years from 2023-24 to 2025-26 for the PET Fund.

2023-24 Funding (GST Exclusive)	2024-25 Funding (GST Exclusive)	2025-26 Funding (GST Exclusive)
\$1,534,090.91	\$1,534,090.91	\$1,534,090.91

The grant opportunity will run from 21 March 2023 to 3 April 2023.

Grant amounts awarded will be up to \$210,937.50 per year GST inclusive over 3 years for employers' representative applicants or up to \$843,750 per year GST inclusive over 3 years for the workers' representative applicant.

You are required to contribute towards the Government's workplace relations reform agenda through enhanced bilateral and tripartite engagement across the workplace relations portfolio, and the development and facilitation of workplace productivity, education and training initiatives to support your members to engage in law reform development and implementation processes.

You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure.

3.2 Productivity, Education and Training Fund period

The maximum period of this grant is 3 years. At the conclusion of this process, and in addition to 6 monthly reporting during the grant period, you will be expected to provide reporting on engagements within governance structures across the workplace relations portfolio, consultations with your affiliated networks and members on workplace law reforms, and the specific activities being delivered to support productivity, education and training.

4. Eligibility criteria

This grant opportunity is a closed non-competitive grant selection process. The department considers that this is an appropriate type of selection process as the nature of the grant is

specifically dependent on consultation and engagement by organisations with an intimate knowledge of the workplace relations system, and with connections to a broad cross-section of Australian workplaces and workers.

These invited organisations have established networks across the Australian workforce and a proven track record of contributing to workplace reform:

- The Australian Council of Trade Unions (ACTU) ABN 67 175 982 800: The peak body for Australian unions, made up of 38 affiliated unions, represents broad coverage of the Australian workforce. The ACTU has a proven track record of representing the interests of workers in tripartite consultations.
- Australian Industry Group (Ai Group) ABN 81 632 926 099: A peak industry body representing more than 60,000 businesses employing more than 1 million staff. Members come from a range of industries, including engineering, labour hire, defence and airlines, representing both small and large businesses across these sectors. Ai Group represents a substantial cross-section of Australian industry and a broad network of resources.
- Australian Chamber of Commerce and Industry (ACCI) ABN 85 008 391 795: The Chamber operates as a diverse platform with a network of 84 industry associations, 94 business leaders, state and territory chambers of commerce and the Australian division of the International Chamber of Commerce.
- The Business Council of Australia (BCA) ABN 75 008 483 216: Represents the interests of Australia's largest companies, with its 100+ strong membership comprising of chief executives from a range of industries including mining, information technology, banking and telecommunications.
- Council of Small Business Organisations Australia (COSBOA) ABN 43 008 597 304: Australia's peak small business representative, with 43 council members representing around 600,000 small businesses. COSBOA membership is diverse and represents a broad range of industries including beauty, retail and hospitality. As a dedicated small business representative, COSBOA has an important perspective that is a vital contribution to the social dialogue of workplace relations.

4.1 Who is eligible to apply for a grant?

To be eligible to receive a grant, you must be one of the listed invited organisations and have received an invitation to apply through GrantConnect.

The list of eligible applicants comprises organisations who have demonstrated experience in representing their respective members in tripartite workplace relations governance structures. The eligible applicants are the ACTU, Ai Group, ACCI, BCA, and COSBOA.

No further organisations will be invited to apply.

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply through GrantConnect and your organisation is not listed as an eligible invited organisation in section 4.1.

You are also not eligible to apply if your organisation, or your project partner organisation, is included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

5. What the grant money can be used for

5.1 Eligible grant activities

Funding will support your organisation to engage within bilateral and tripartite arrangements and with your members and others as appropriate. It is intended to provide certainty that your organisation will have dedicated resources to engage in the consultation activities associated with the Government's workplace relations reform agenda and to develop new consultative projects or activities, to support your members in relation to development and implementation of current and new workplace laws.

Applicants should demonstrate how their project or grant activities will achieve the program aims and objectives outlined in section 2 of this document. To be eligible, your project or grant activity must either:

- support engagement by representatives, and their members, through enhanced tripartite governance structures across the Commonwealth workplace relations portfolio, to inform Commonwealth policy development, including:
 - attendance and participation in consultations which involve analysing policy issues and engaging with other invested stakeholders to develop informed positions and build consensus
- enable running of workplace productivity, education and training initiatives by representatives to support your members to engage in law reform processes, including:
 - programs, events, workshops and seminars to consult members and affiliated networks on national workplace relations policy issues,
 - building and developing representatives' expertise to support members to engage in current and new law development and implementation,
 - informing affiliated networks and members on reforms, options for implementation of reforms, and outcomes of engagements
 - support members take up and comply with workplace relations reforms
- enable running of workplace productivity, education and training initiatives to raise awareness of and encourage members take up new laws in their workplaces, including:
 - communication and other engagement activities directed at members and affiliated networks to raise awareness or publish information on workplace relations policy and reforms
 - development of educative materials to support and advise members on areas of current and new workplace relations laws
- enable running of workplace productivity, education and training initiatives to monitor and evaluate implementation of law reforms on the ground, including
 - research to monitor and evaluate implementation of law reforms at the workplace level.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities or agreed project activities.

Eligible expenditure items are:

- Salaries and on-costs for personnel directly employed for eligible grant activities. This should be calculated on a pro-rata basis relative to their time commitment.

- Costs related to recruiting or contracting specialist staff directly related to the grant activities.
- Contractor costs for eligible grant activities.
- Costs of developing and delivering programs, workshops, professional development, forums and courses, surveys, meetings and other activities designed to seek feedback from members on (including travel costs for key participants and cost of equipment used to deliver training).
- Domestic travel limited to the reasonable cost of accommodation and transportation required to participate in agreed tripartite governance structures in Australia.
- Costs of developing and running communication campaigns and education initiatives relating to current laws or workplace reforms.
- Data collection and publication, including designing and implementing surveys, analysis of survey results and reporting.
- Internal grant administration and project related costs, including auditing, bi-annual and annual reporting, and associated costs such as general expenses.

You must incur the expenditure on your grant activities between the start date and end or completion date for your grant agreement for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for:

- purchase of land
- major capital expenditure
- covering prospective or retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration, such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

We cannot provide a grant if you receive funding from another government source for the same purpose.

6. The assessment criteria

Eligible recipients of the PET Fund have been selected based on existing expertise and affiliated networks. The department must assess all proposed grant activities and expenditure in your application against the below assessment criteria prior to the release of grant funding. Grantees are required to outline how they will utilise the funds in the most efficient and effective way, based on the needs on their members.

For your application to meet the minimum eligibility expectations, you must address all parts of the below four assessment criteria. All the assessment criteria will be equally weighted. In considering how you respond, note that assessment will include the suitability of your organisation, its existing and proposed consultative approaches, its capacity to deliver against the outcomes and whether value for money in relation to the grant money will be achieved.

The application form includes character limits – up to 6000 characters (approximately 900 words) per criterion. The application form will not accept characters beyond this limit. Please note, spaces are included in the character limit.

Criterion 1

Organisational profile

When addressing the criterion, strong applicants will:

- Demonstrate an intimate understanding by their organisation of current workplace relations frameworks,
- Outline how their organisation monitors, assesses and contributes to future outlooks in the workplace relations space,
- Outline the organisation's affiliated networks and demonstrate the breadth of interests their organisation supports, and
- Outline the organisation's proposed approach to meeting grant funding obligations related to progress reporting of grant funding expenditure and consultative outcomes.

Criterion 2

Consultative approach

When addressing the criterion, strong applicants will:

- Outline the organisation's existing approach to bilateral and tripartite consultation, and commitment to meaningful and consistent engagement on workplace relations issues and reforms,
- Outline ways in which their organisation maintains consistent engagement with its members and affiliated networks to consult and educate on workplace relations frameworks, including reforms, and
- Indicate areas where inefficient resourcing impedes meaningful engagement in bilateral and tripartite structures, and which grant funding might support.

Criterion 3

Capacity to deliver activities to support productivity, education and training for their members

When addressing the criterion, strong applicants will:

- Indicate areas where activities will address the needs of their members, including assisting them to implement current and new workplace laws,
- Demonstrate experience in the development and delivery of productivity, education and training activities, and
- Outline access to personnel with the right expertise and experience, including management and technical staff.

Criterion 4

Alignment with eligible expenditure

When addressing the criterion, strong applicants will:

- Outline proposed grant activities and demonstrate an alignment with eligible expenditure as detailed above in section 5.2 Eligible Expenditure

- Outline a proposed approach to engaging with eligible expenditure items, including recruitment processes, approach to communications strategies, and format and frequency of engagement with members and affiliated networks, and
- Indicate whether grant activities which align with eligible expenditure could be improved through additional contributions via existing resources within their organisation.

7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement and questions and answers.

These documents are found on the [GrantConnect](#) website. Any changes to grant documentation and addenda¹ will be published on GrantConnect and only accessible by invitees. GrantConnect is the authoritative source for grants information.

Only invitees can access these documents and the application form.

The application form includes character limits – up to 6000 characters (approximately 900 words) per criterion. The application form will not accept characters beyond this limit. Please note, spaces are included in the character limit.

You can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply, you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- submit your application to the Community Grants Hub by 9:00 pm AEST on 3 April 2023.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email support@communitygrants.gov.au. The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

¹ Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to corrections to currently published documents, changes to close times for applications and system outage notices.

You should keep a copy of your application and any supporting documents submitted.
 You will receive an automated notification acknowledging the receipt of your application.

7.1 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant’s control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub. The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The late application request form and instructions for how to submit it can be found on the [Community Grants Hub website](#).

Written requests to lodge a late application will only be accepted within 3 days after the grant opportunity has closed.

The delegate or their appointed representative² will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

Expected timing for this grant opportunity

If you are successful, you will be expected be able to commence your grant activities or project around July 2023.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	April 2023
Approval of outcomes of selection process	Mid May 2023
Notification to unsuccessful applicants	Late May 2023

² This may be the Department of Employment and Workplace Relations delegate or nominated staff member at the EL2 level or above.

Activity	Timeframe
Negotiations and award of grant agreements	June/July 2023
Earliest start date of grant activity	12/07/2023
End date of grant activity	30/06/2026

7.2 Questions during the application process

Only invited applicants' questions will be answered during the application submission period. Please contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on [GrantConnect](#).

The question period will close at 5:00 pm AEDT on 27 March 2023. Following this time, only questions about using and/or submitting the application form will be answered.

8. The grant selection process

8.1 Assessment of grant applications

We will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through a closed non-competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see section 6) and against other applications. We will consider your application on its merits, based on how well it meets the criteria. This includes whether the proposed grant activities will address the outcomes of this grant opportunity, and whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant.

8.3 Who will assess applications?

Assessors will assess each eligible and compliant application on its individual merit. Assessors are Commonwealth staff, who will undertake training to ensure consistent assessment of all applications.

The department uses this information to help them develop recommendations on applications to be awarded a grant. The recommendations are provided to the delegate who will make the final decisions.

8.4 Who will approve grants?

The grants will be approved by the department's delegate (the decision maker), First Assistant Secretary of Safety and Industry Policy Division. Approval will be based on the recommendations made by the department's team of assessors and the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final, including the:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will be available. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant opportunity.

Each agreement has general grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect as part of the grant documentation. Specific grant requirements will be outlined in the grant details.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

We may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

Commonwealth Simple Grant Agreement

We will use a Commonwealth Simple Grant Agreement.

You will have 15 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the

Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

10.2 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- allocation of grant funding to expected grant activities (expenditure percentage)

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments annually, in advance, based on your forecast eligible expenditure. Payments are subject to satisfactory progress.

10.3 Grants payments and GST

Payments will be GST inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activities or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform your Funding Arrangement Manager at the Community Grants Hub of any changes to your:

- organisation name
- ABN

- name
- addresses
- nominated contact details
- bank account details.

The details of your Funding Arrangement Manager will be included in your grant agreement.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity or project milestones and outcomes, including consultative efforts with affiliated networks and members, and the specific activities being delivered to support productivity, education and training.
- contributions of participants directly related to the grant activity
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

We will monitor progress by assessing reports you submit and may request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, ask for more information or an independent audit of claims and payments.

Activity Work Plan

You must submit a completed Activity Work Plan on the template provided with your grant agreement. An Activity Work Plan will be used to outline the specific grant requirements. The Activity Work Plan documents planned deliverables, milestones and outputs for the funded project. The Activity Work Plan also documents risk management and community engagement relevant to the funded project.

Successful applicants' progress and outcomes against the Activity Work Plan will be monitored throughout the grant through regular 6 monthly progress reports.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity or project.

Final report

When you complete the grant activities or project, you must submit a final report. You will be expected to provide reporting on engagements within governance structures across the workplace relations portfolio, consultations with your affiliated networks and members on workplace law reforms, and the specific activities delivered to support productivity, education and training.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

12.3 Acquitting your grant

Financial declaration

We will ask you to provide a financial declaration. A financial declaration is a certification from the grant recipient stating that funds were spent for the purpose provided as outlined in the grant agreement and in-which the grant recipient is required to declare unspent funds. The financial declaration must be certified by the Board, the Chief Executive Officer or an officer, with authority to do so verifying that the funding has been spent in accordance with the grant agreement.

Underspent funding must be returned to the department.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Record keeping

We may inspect the records you are required to keep under the grant agreement.

12.6 Evaluation

We will evaluate the grant program to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your grant for more information to assist with this evaluation.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the [CGRGs](#).

These guidelines may be changed by the department. When this happens, the revised guidelines are published on the [GrantConnect](#) website.

13.1 Enquiries and feedback

Complaints about this grant opportunity

The department's Complaints Procedures (<https://www.dewr.gov.au/about-department/contact-us/complaints>) apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to wrconsultations@dewr.gov.au.

Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service/s or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the [online complaints form](#) on the [Department of Social Services](#) website, or contact the Department of Social Services Complaints line.

Phone: 1800 634 035

Email: complaints@dss.gov.au

Mail: Complaints
GPO Box 9820
Canberra ACT 2601

Complaints to the Ombudsman

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interest or that, to the best of your knowledge, there is no conflict of interest.

If you later think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub website](#).

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the Privacy Act and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Privacy Act.

13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the 3 conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities

- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Team
 Government and Executive Services Branch
 Department of Social Services
 GPO Box 9820
 Canberra ACT 2601

By email: foi@dss.gov.au

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act).
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by.
co-sponsoring entity	when 2 or more entities are responsible for the policy and the appropriation for outcomes associated with it.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money³ or other Consolidated Revenue Fund (CRF) money⁴ is to be paid to a grantee other than the Commonwealth b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement program.
GrantConnect	the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	the individual/organisation which has been selected to receive a grant.
National Redress legislation	means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 .

³ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁴ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Portfolio Budget Statement (PBS) program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> ▪ quality of the project proposal and activities ▪ fit for purpose of the proposal in contributing to government objectives ▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved ▪ potential grantee's relevant experience and performance history.

From: [Grants](#)
To: S
Subject: [PS3750783] - PS3749733 - Late Application Request Form - 2023-888 - Productivity, Education and Training Fund - Late Application Request Form - Australian Council of Trade Unions (ACTU) - R97QNF2T [SEC=OFFICIAL]
Attachments: [image006.png](#)
[image001.png](#)
[image007.png](#)



Legal Entity Name: Australian Council of Trade Unions (ACTU)

Dear [s 22\(1\)](#)

Thank you for your request to submit a late application for the Productivity, Education and Training Fund, which closed on 03 April 2023 at 9.00pm AEST.

The circumstances of your request to submit a late application have been considered in accordance with the Grant Opportunity Guidelines and the Community Grants Hub (Hub) [Late Application Process](#). As a result, your request has been approved.

This decision is based on the unique circumstances of this grant opportunity and provides no assurance that a request to submit a late application will be approved in the future.

Please complete and submit an application form via the link provided below by **12pm AEST 17 April 2023**.

[Productivity, Education and Training Fund](#)

The Hub must receive your completed application form by **12pm AEST 17 April 2023** or the offer will lapse.

Requests for further extensions will not be considered.

If you have any questions, please contact the Hub - Grants Support Team on 1800 020 283 (Option 1) or at support@communitygrants.gov.au quoting your Submission Reference.

Regards

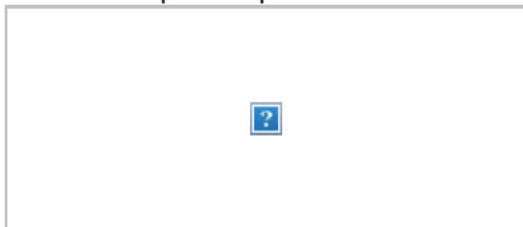
[s 22\(1\)](#)

Community Grants Hub

P: 1800 020 283 (Option 1) | **E:** support@communitygrants.gov.au

communitygrants.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.



Note: This email and any attachments may contain personal information, confidential or legally privileged information (and neither are waived or lost if this email has been sent to you by mistake). If you are not the intended recipient, you must not use, disclose, copy or retain it. If you have received it in error, please advise by reply email and then delete this email from your system and do not retain any copy. Recipients within DSS should seek assistance from DSS Legal before disseminating this email to third parties.

From: s 22 (1) <s 22 (1)>

Sent: Thursday, 6 April 2023 6:18 PM

To: support@communitygrants.gov.au

Cc: s 22 (1)

Subject: Late Application Request Form - PET Fund Grant Oppurtunity



Australian Government

**Community
Grants Hub**
Improving your grant experience



Late Application Request Form

Grant applications must be submitted between the published open and closing times for the grant opportunity. Requests to submit applications after the closing time will only be considered if the applicant can demonstrate they have experienced exceptional circumstances that prevented submission.

Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable,
- beyond the applicant's control,
- unable to be managed or resolved within the application period.

How to lodge a late application request

To make a request to submit a late application, please complete the form below. Requests must be made within three days after the grant opportunity has closed, unless otherwise specified in the Grant Opportunity Guidelines.

- Step 1. save this PDF to your desktop
- Step 2. open the document
- Step 3. complete the form
- Step 4. click the submit button (this will create an email to be sent to support@communitygrants.gov.au).

Alternatively

Complete the form in Word and attach it to an email sent to support@communitygrants.gov.au.

If you would like assistance, please call the Community Grants Hub Hotline on 1800 020 283 or email support@communitygrants.gov.au.

Your request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Exceptional circumstances will be considered on their merits and in accordance with probity principles. A delegate will determine whether a late application will be accepted, and the Community Grants Hub will advise the applicant of the outcome via email.

By submitting this request, you acknowledge that the information provided is true and correct. Giving false or misleading information to the Community Grants Hub is a criminal offence. Persons, who do so, may be prosecuted under Section 137.1 of the *Commonwealth Criminal Code Act 1995*.



Grant Round Name	Productivity, Education and Training Grant
Organisation Name	Australian Council of Trade Unions (ACTU)
Contact Details	Name: s 22 (1) Email address: s 22 (1)
Submission Reference	R97QNF2T
Explanation of exceptional circumstance	<p>The ACTU have completed their application in error for an ineligible organistaion - The Union Education Foundation (TUEF). TUEF has over the last decade managed resources provided under the previous Productivity Education and Training Fund to deliver training, and has played a critical role in the development, eduction and evolution of labour movement practitioners for generations.</p> <p>We were advised that TUEF would be the relevant legal entity for the application, and have followed this advice in error.</p> <p>We seek an extension to amend our application to reflect the correct eligible organistaion (ACTU) for the grant opportunity. As evidenced by our submission (R97QNF2T) the application is substantially complete, however we request until COB Wednesday 12th April 2023 to make a compliant application for the ACTU. We thank Department for the consideration of our request.</p>
Supporting evidence attached	<p><input type="checkbox"/> Yes, attached. <input checked="" type="checkbox"/> No.</p> <p>Supporting evidence may include medical certificates, service outage notices, statutory declarations or other relevant information.</p>

Submit



Community Grants Hub
Improving your grant experience



Productivity, Education and Training Fund

Submission Reference: X9A3S7X3

Application Information

Funding for the PET Fund was announced in the 2022-23 October Budget as part of the Department's Program 3.1 Workplace Support to provide support for employer representatives and unions to improve safety, fairness and productivity within Outcome 3: Facilitate jobs growth, including secure work through policies and programs that promote fair, productive and safe workplaces. The PET Fund will run over a period of 3 years from 2023-24 to 2025-26.

The expected outcomes of the PET Fund grant program are:

To support and increase engagement by employers' and workers' representatives, and their members, through enhanced tripartite governance structures across the workplace relations portfolio. This will include more active advice and consultation roles on possible future reforms;

To enable recipients to develop and implement workplace productivity, education and training initiatives to support their members to engage in law reform processes; and

To encourage take up of current and new laws in their workplaces, and monitor and provide feedback regarding the implementation of law reforms.

Community Grants Hub

This grant round is being administered by the Community Grants Hub, on behalf of the Department of Employment and Workplace Relations.

Closing Date/Time

Closing Time: 9:00pm Australian Eastern Standard Time (AEST) Monday 3 April 2023

Please note that the submission period for this grant round has closed. You are still able to submit this form, however it will be considered a late application.

You must provide a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time in the explanation box below. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Exceptional circumstances are events characterised by one or more of the following:

- Reasonably unforeseeable
- Beyond the applicant's control
- Unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits, in accordance with the Grant Opportunity Guidelines and Late Application Policy. Late applications which do not meet the requirements for exceptional circumstances will not proceed to assessment.

Contact via phone on 1800020283 or via email support@communitygrants.gov.au for any questions regarding this application process.

Details *

The ACTU have completed the application in error for an ineligible organisation. The Union Education Foundation (TUEF). TUEF has over the last decade managed resources provided under the previous Productivity Education and Training Fund of development, education and evolution of labour movement practitioners for generations. We were advised that TUEF would be the relevant entity for the application, and have followed this advice in error. We seek an extension to amend our application to reflect the correct eligible organisation (ACTU) for the grant opportunity. As evidenced by our submission (R97QNF2T) the application is substantially complete, however we request until COB Wednesday 12th April 2023 to make a complete application for the ACTU. We thank the Department for the consideration of our request.

(Limit approx 300 words / 2 000 characters)

876 characters of 2 000 used

If you have any supporting documentation on your extenuating circumstances then you may attach here. Please note that this is non-mandatory and is limited to one attachment only.

[Late Application Request Form.pdf](#)

Making Sure Your Application is Saved

Upon exiting the form please ensure that you use the Save and Close button. The Continue button should only be used as you intend to progress through the form. For your Application to be saved when exiting, you will need to click on:

- 'Save and Close', and
- 'Confirm'.

You will know that your application is saved when you are taken from the current form process to the Form Saved page.

Note that the Save and Close button asks that you Confirm that you wish to save the Application, which you must do to complete the save process. If this is not done, your Application will not be saved.

You can return to your Application with the data saved using the link on the 'Form Saved' page that says 'Click here to return to your form' and confirming your submission on reference ID details.

Grant Opportunity Documents

Read additional information on the Grant Opportunity Documents before completing this Application Form. The Grant Opportunity Documents are available on the Gran Connect [\[link\]](#) and Community Grants Hub [\[link\]](#) websites. Applications will be assessed using the process outlined in the Guidelines.

Application Help

Information about the Application process is available on the Gran Connect [\[link\]](#) and Community Grants Hub [\[link\]](#) websites.

Applications must submit any questions relating to the Program or this Application process in writing to support@communitygrants.gov.au [\[link\]](#). Applications may submit these questions up until five business days prior to the Closing Time and Date. A response will be provided within five business days.

Applications may direct any general enquiries, requests for technical help or support in using and/or submitting the Application Form by:

- Phone 1800020283
- Email support@communitygrants.gov.au [\[link\]](#)

Attachment Limits

This Application Form allows users to attach files to support their application. You must provide an attachment where indicated. Use the 'Upload File' button to select your file from a local drive.

Accepted file types: .bmp, .doc, .docx, .gif, .jpeg, .jpg, .msg, .pdf, .png, .pps, .ppt, .ppx, .x, .xls, .xlsx, .xsb, .xslx.

Note: There is a 2048.0KB limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

Sharing this Form

More than one person should not access this form at the same time. If this is done here, it is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time.

To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

Submission Reference ID

Each Application Form is allocated a unique Submission Reference ID. Each time this Application is accessed you will be required to use this Submission Reference ID.

Submitting Application Form

Once you have completed this Application Form, you must submit electronically by using the submission section at the end of this form.

Please note: there may be short, scheduled outages to systems as part of regular information technology maintenance that may affect submission of this form. Notifications of these outages will be on the website.

Following submission, a message with your Submission Reference ID will appear on your screen and you will be provided a PDF receipt of your submission via email. You are also able to send a receipt to an additional email address of your choosing. Please save this email receipt for future reference and use as a correspondence about this application.

Note: Applications will be assessed using the process outlined in the Grant Opportunity Documents. Applicants will be notified of the grant funding outcome on completion of the assessment process.

National Relay Service (NRS)

The Community Grants Hub uses the NRS to ensure our contact numbers are accessible to people who are deaf or have a hearing or speech impairment. Please phone 1800555677 to access the NRS.

Australian Tax Office Reporting

The Department will need to report details of payments made to the Australian Taxation Office (ATO) as part of the taxable reporting obligations for government entities.

In general terms, the types of payments to be reported to the ATO are:

- Payments made for grants to entities with an Australian Business Number (ABN)
- Payments made for services.

If you receive a payment from the Department that meets the ATO criteria, it will be reported to the ATO as part of the Taxable Payments Annual Report.

For further information, see the Australian Taxation Office [website](#).

Privacy

The Community Grants Hub uses an integrated Smart form service assisted by the Department of Industry, Science and Resources on www.business.gov.au.

If you are providing information to access a non-Department of Industry, Science and Resources program, that information will not be accessed by Department of Industry, Science and Resources employees. The only exception to this is where Senior Analysts within the Department of Industry, Science and Resources require access to your information for the sole purpose of troubleshooting technical errors. Where this occurs Senior Analysts will only access the data with permission and at the request of a relevant agency.

The Community Grants Hub will be able to access the Application as part of the form support services.

By submitting the Application you acknowledge that the information provided in the Application may be shared with other Commonwealth and law enforcement agencies for the prevention and detection of fraud.

For more information about how the Department of Industry, Science and Resources processes your privacy and personal information, please see the Department of Industry, Science and Resources Privacy Policy [here](#). The Community Grants Hub Privacy Policy [here](#) and WCaG Access to Information and the Department of Employment and Workplace Relations Privacy Policy [here](#) should also be read and understood.

Use of Information

Your Submission Reference is:

X9A3S7X3

Please send your feedback on this saved form by entering your email address below. This email will be your Submission Reference, the date and time this application process was closed, and a link to access your saved form.

If you have any questions relating to this Application please phone 1800020283 or email support@communitygrants.gov.au .

Your email address *

s 22 (1)

Confirm your email address *

s 22 (1)

Use of Information

The Community Grants Hub may use the information, other than personal information, provided in this Application Form to assist to:

- Comply with the Australian Government requirement to publish the details of a grant recipient on the Grant Connect website
- Inform staff negotiating and establishing Grant Agreements of risks and issues that need to be addressed in the Grant Agreement for this program
- Inform future assessments for Applications.

All information including personal information provided in this Application may be shared with other Commonwealth and law enforcement agencies for the purpose of preventing and detecting fraud. This includes personal information of any third party provided in this Application.

You can only apply if you agree to the use of the information you provide in this form for the purposes listed above.

Check this box if you agree to the use of the information you provide in this Application Form.

I agree *

Existing Grant Recipient

Is the Applicant an existing Grant Recipient through the Community Grants Hub? *

If you require assistance, please call 1800020283.

Yes No

Applicant Details

Are you applying as a Trustee on behalf of a Trust? *

Note: The Trustee will enter into a Grant Agreement with the Department (should the application be successful).

Yes No

Does the Organisation have an Australian Business Number (ABN)? *

Yes No

Enter the Organisation's ABN or the Australian Business Number (ABN) field and click the Validate ABN button to re-verify your registration details.

ABN *

67 175 982 800

Enter the ABN Branch Number relevant to the Organisation's ABN, if applicable. This is limited to 3 digits.

ABN Branch Number

Note: If the details displayed are out of date or incorrect, please update them now via the Australian Business Register website then re-enter and validate the ABN.

Australian Company Number (ACN) / Australian Registered Body Number (ARBN)

Legal/registered entity name *

Australian Council of Trade Unions

If you have Business Names registered, you can select the relevant Business Name. If you have no registered Business Name, you can either select "Same as Legal Entity" or "Other" in the "registered business name" field. If "Other" is selected, you will be asked to provide the Organisation's registered business name and whether it has ever become available.

Business name of the Organisation *

AUSTRALIAN COUNCIL OF TRADE UNIONS

Date of Registration

01 Jul 2000

Australian Business Register (ABR) provided Entity Type

Other Unincorporated Entity

State

VIC

Postcode

3000

GST Registered Checked if the Organisation is GST Registered.

Registered as Charitable Checked if the Organisation is registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC).

Does the Organisation have any of the following types of Incorporation Number: Australian Company Number (ACN), Australian Registered Business Number (ARBN), Registration Number, Indigenous Corporation Number (ICN), Incorporated Association Number (IAN)? *

Note:

An ACN (Australian Company Number) is a nine digit number issued by the Australian Securities and Investments Commission (ASIC). It is a unique identifier purely for companies incorporated under the Corporations Act 2001 of the Commonwealth.

An ARBN (Australian Registered Body Number) is a nine digit number issued by the Australian Securities and Investments Commission (ASIC). Some organisations can only conduct business in their 'home' state or territory. By becoming a registered Australian body, these organisations can trade throughout all states and territories within Australia.

A Registration Number is a form of Incorporation Number for a Cooperative that has been established and/or registered under the relevant legislation in the State or Territory in which they were formed.

An ICN (Indigenous Corporation Number) is a number issued by the Office of the Registrar of Indigenous Corporations under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

An IAN (Incorporated Association Number) is a number given to an Incorporated Association that has been incorporated or registered under the relevant incorporated associations legislation in the State or Territory in which they were formed.

Yes

No

What is the registered business address and main contact details of the Applicant?

The business address must be completed fully and not be a PO Box. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601.

Note: The address fields accept the characters of A-Z, 0-9, () . , ' / &, and other characters including carriage returns are not accepted.

Please note that an Applicant can select 'Unable to validate' following an unsuccessful validation. The Department will use this non-validated address for correspondence.

Floor / Building; Unit; Apartment

Street number, name and type *

Suburb/Town *

State *

Post code *

Address Validated



Unable to validate

Main Telephone *

Main email address *

Web address

What is the postal address of the Applicant?

The postal address must be completed fully. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601.

Note: The address fields accept the characters of A-Z, 0-9, () . , ' / &, and other characters including carriage returns are not accepted.

Same as business address above

What is the Applicant's financial email address for the receipt of Department of Employment and Workplace Relations payment advice should the Application be successful? *

You must respond to this question. 350 character limit.

The email address must be entered in a valid format without spaces (eg. example@business.com.au).

Payment advice includes Recipient Created Activities (RCTAs).

Does the Applicant operate as not-for-profit? *

For eligibility requirements, refer to the Guidelines.

For further details about not-for-profit organisations refer to the Australian Tax Office website [\[link\]](#).

You must respond to this question.

Select No if the Applicant operates for profit.

Select Yes if the Applicant operates as not-for-profit.

Yes

No

Eligibility Requirements

What is the Applicant's entity type? *

For a s of e g b e e n y y p e s, refer o h e G u d e n e s.

If you are unsure about h e A p p c a n ' s e n y y p e, please seek professional advice (e.g. from your lawyer or accountant) or refer o h e A u s t r a l i a n B u s i n e s s R e g i s t e r w e b s i t e for further information.

You must respond o h s q u e s t i o n. Choose h e e n y y p e h a s r e l e v a n t o h e A p p c a n f r o m h e s .

Unincorporated Association

Is the Applicant able to provide documentation to support the entity type? *

You must respond o h s q u e s t i o n.

If yes s e e c e d y o u w i l l b e r e q u i r e d t o p r o v i d e d o c u m e n t a t i o n t o s u p p o r t h e e n t i t y.

NOTE: There s a m a x i m u m o f w o r d c o u n t s f o r h s q u e s t i o n f o r h e r e s p o n s e s Y e s.

Yes

No

Can you confirm you are one of the listed invited organisations? *

I n v i t e d o r g a n i s a t i o n s a r e l i s t e d u n d e r S e c t i o n 4 o f h e G r a n t O p p o r t u n i t y G u i d e l i n e s.

To be eligible for this Grant Opportunity you must respond to this question.

I Confirm

National Redress Scheme Declaration *

P l e a s e c o n f i r m h e e n t i t y a p p l y i n g f o r f u n d i n g i n h i s a p p l i c a t i o n s n o t i n c l u d e d i n h e s e o f n s u b j e c t s o n h e N a t i o n a l R e d r e s s S c h e m e ' s w e b s i t e.

O r g a n i s a t i o n s i n c l u d e d o n h e N a t i o n a l R e d r e s s S c h e m e ' s w e b s i t e o n h e s e o f ' I n s t i t u t i o n s h a v e n o j o i n e d o r s i g n e d h e r i n e n o j o i n h e S c h e m e ' a r e n o e g b e o a p p l y.

F o r m o r e i n f o r m a t i o n, v i s i t h e N a t i o n a l R e d r e s s S c h e m e ' s w e b s i t e. □

To be eligible for this Grant Opportunity you must respond to this question.

I Confirm

Achieving program aims and objectives *

A p p l i c a n t s s h o u l d d e m o n s t r a t e h o w h e r p r o j e c t o r g r a n t a c t i v i t i e s w i l l a c h i e v e h e p r o g r a m a i m s a n d o b j e c t i v e s o u t l i n e d i n S e c t i o n 2 o f h e G r a n t O p p o r t u n i t y G u i d e l i n e s. T o b e e l i g i b l e, y o u r p r o j e c t o r g r a n t a c t i v i t y m u s t s u p p o r t o n e o f h e f o l l o w i n g e g b e c r e t e r i a (s e e d i n S e c t i o n 5.1 o f h e G r a n t O p p o r t u n i t y G u i d e l i n e s).

You must respond to this question.

Please select the option/s that apply.

- We can engage in tripartite governance or reform policy development
- We can run workplace initiatives to support our members or participate in law reform
- We can run initiatives to inform and encourage uptake of new laws in workplaces
- We can monitor and evaluate implementation of law reforms on the ground

Governance

Relevant Persons *

Has any senior officer or person involved in delivering the Activity been involved in any of the following events in the last 5 years?

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- Governance Involvement of relevant person(s).
- Any business failure of relevant person(s) including business failure of entities in which they hold, or held at the time of the event, a management or board position. Examples of a business failure include a Court Ordered or a Creditors Voluntary Administration, Liquidation, External Administration, or Receivership.
- Bankruptcies of relevant person(s).
- Bankruptcy proceedings, including Part IX Debt Agreements or Part X Insolvency Agreements, against relevant person(s).
- Litigation against relevant person(s) including judgement debts.
- or
- None of the above apply and there is no adverse information on any relevant person associated with his entity.

Reportable Events *

Select the appropriate box(es) here to any events to which your entity may have been subjected in the last 5 years.

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- Governance Involvement of your organisation or related entities.
- Litigation or liquidation proceedings.
- A contract with your entity terminated by the other party.
- Contingent liabilities of a material amount.
- Overdue tax liabilities.
- Factors which might impact on your entity. For example, pending significant litigation, business commitments, commitments by debt covenants on behalf of creditors, or potential liquidation proceedings.
- Any significant change in your entity's financial position not reflected in the financial statements provided.
- Any other particular which are key to adversely affect your capacity to undertake this project.
- or
- None of the above events apply and there is no adverse information on my entity.

Does the Applicant have the following documents?

Note: You may be required to provide copies of the above documents within 7 days upon request.

1. Documented organisational and financial policies and procedures. *

- Yes No

2. Business plan and/or strategic plan. *

- Yes No

3. Risk management plan. *

- Yes No

Project/Activity Details

Provide a short title of your Application for this Project/Activity. *

NOTE: This field accepts the characters of A-Z, 0-9, () . , / \ @ , and other characters including carriage returns are not accepted.

Policy advice, education and training in relation to Amendments to the Fair Work Act.

(Limit approx 38 words / 250 characters)

85 characters of 250 used

Provide a brief description of your project or the services to be delivered and how it will contribute to the objectives outlined in the Grant Opportunity Guidelines. *

Questions/Instructions:

- The response should be easy to understand and written in plain English. Try not to use technical terms, acronyms, or jargon.
- Your response should be a succinct summary of your project, or explain how you will implement the services detailed in the Grant Opportunity Guidelines.
- The description may be used as part of our application review, and may be copied or published for reporting or grant agreement purposes.

The ACTU will provide high quality legal & policy advice to Government as part of bipartite & tripartite processes. This will support the Government's WR reform agenda by ensuring the Government's provided details & through full policy advice read to workers' issues. We will use existing and additional fora to consult with union leaders & workers to support engagement in policy development. By ensuring workers' views are conveyed in Government processes, we will support negotiation, consultation & information exchange between & among government, employers & workers. The ACTU will ensure high quality, relevant & useable education & training is provided to workers about changes to the FWA. We will provide education & training to unions & workers to support implementation of changes to the FWA. By ensuring workers & unions are educated about & trained in the new laws, we will facilitate collective bargaining, support dispute prevention & resolution, & enhance workplace cooperation.

(Limit approx 150 words / 1 000 characters)

1 000 characters of 1 000 used

In which service area/s is the Applicant proposing to deliver the Project/Activity? *

Instructions:

- The Service Area Type field below indicates the service areas relevant to this grant opportunity.
- If applicable, choose the relevant 'select' or 'view' the available service areas.
- Tick the applicable service area/s where you are proposing to deliver this project/activity.
- Uncheck the selected service area/s to remove selection.

IMPORTANT NOTE:

You may only select 40 service areas per form. If you wish to apply for more service areas, a separate form/s will need to be completed.

Selected service area/s *

Australia

Financials

Provide a breakdown of the requested grant funding for each previously selected service area/s. *

Australia	
2023 2024 (exc GST) *	
\$	767,045.00
2024 2025 (exc GST) *	
\$	767,045.00
2025 2026 (exc GST) *	
\$	767,045.00
To a fund ng	
\$	2,301,135.00
Approx. % of To a	
	100

Summary

2023 2024 To a	
\$	767,045.00
2024 2025 To a	
\$	767,045.00
2025 2026 To a	
\$	767,045.00
To a fund ng	
\$	2,301,135.00

Provide bank account details for receipt of grant payments should the Application be successful.

You must respond to these questions.

Bank account details for the receipt of payments:

- BSB Number: Enter the BSB number for the Applicant's nominated bank account. Must be 6 digits only. Do not enter spaces or other characters.
- Account Number: Enter the account number for the Applicant's nominated bank account. Must be 20 digits only. Do not enter spaces or other characters.
- Account Name: Enter the account name for the Applicant's nominated bank account. The account name should be as appears on the bank statement. 60 character maximum. The character count includes letters, numbers, spaces, paragraph marks, but not punctuation. NOTE: This field accepts the characters of A-Z, 0-9, () . , & / \ @ , a other characters including carriage returns are not accepted.

BSB number *	Account number *
063262	10006902

Account Name *

Australian Council of Trade Unions

Assessment Criteria

Organisational profile *

When addressing the criterion, strong applicants will:

- Demonstrate an understanding by the organisation of current workplace relations frameworks,
- Outline how the organisation monitors, assesses and contributes to future outlooks in the workplace relations space,
- Outline the organisation's affiliated networks and demonstrate the breadth of interests the organisation supports, and
- Outline the organisation's proposed approach to meeting grant funding obligations related to progress reporting of grant funding expenditure and consultative outcomes.

You must respond to this question

This field accepts the characters of A to Z, 0 to 9, () , . ' & / \ @ , other characters and formatting are not accepted.

THE ORGANISATIONS AFFILIATED NETWORKS AND BREADTH OF INTERESTS

The Australian Council of Trade Unions is the peak body for Australian unions, made up of 38 affiliated unions who together represent about 1.8 million workers and their families.

The ACTU has been involved in every significant workplace relations issues and reform since it was established in 1927. This has included: equal pay (for women and Indigenous workers), superannuation, sick pay, annual leave, Med care, penalty rates, higher wages, work safety laws, paid parental leave, and JobKeeper.

The ACTU has played a crucial role working across the union movement in the development of the Fair Work Act, and its predecessor acts, including the Industrial Relations Act 1988.

The industrial gains are many: decades of wage increases through the award system, safer workplaces, greater equality for women, improvements in working hours, enhanced paid holidays and better employment conditions, and the establishment of a universal superannuation system.

The ACTU has played a role in all of these achievements. It has contributed to fairness and justice in the community as well as contributing to Australia's post-war development and immigration program, the social security system, Med care and education to name just a few.

Unions are active every day campaigning in workplaces and communities around Australia for better job security, pay and conditions, rights at work, healthier and safer workplaces, and a fairer and more equal society.

The ACTU's role as peak body is coordinated nationally, representing workers at a range of government and non-government forums in Australia and overseas, and providing industrial, policy and other support to affiliates.

The ACTU has four elected officers, and an elected Executive of representatives from affiliates and state and territory trades and labour councils. The peak decision-making body, ACTU Congress, meets every three years.

Its headquarters in Melbourne, with state offices in other states and territories.

THE ACTU HAS AN INTIMATE UNDERSTANDING OF CURRENT WORKPLACE RELATIONS FRAMEWORKS

This is demonstrated by: representing the interests of workers in the annual wage review; engaging with the Fair Work Commission in matters of policy and practice; and engaging with Government and Parliament in the development of policy and legislation. The focus of the ACTU's working with affiliates is to ensure that the workplace relations system who themselves operate across state and federal workplace relations regimes.

The work of the ACTU and the Australian Union movement is fundamental to the Government's welcome and ambitious commitments of "getting wages moving again" and delivering better "secure jobs". From representing the interests of workers in the annual wage review, advocating for award variations, bargaining for wage increases for workers across the nation, ongoing education and development of union leaders, and organising for safe and healthy workplaces our work is crucial.

HOW THE ACTU MONITORS, ASSESSES AND CONTRIBUTES TO FUTURE OUTLOOKS IN THE WORKPLACE RELATIONS SPACE

The ACTU asks directly with working people through their unions and this is the basis from which the ACTU assesses the future outlooks in the workplace relations space, in terms of workplace relations impact on work and workers. In terms of the workplace relations systems impact on parties involved in the workplace relations space the ACTU engages regularly with affiliates through meetings hosted by the ACTU and affiliates and meetings hosted by affiliates and the ACTU.

The ACTU engages deeply with academic and non-academic researchers to engage with deeper and broader policy debates and analysis. This information is often published in the ACTU's journal. For example, in the lead up to the Federal Government's Jobs Summit, the ACTU released a series of policy papers on "An economy that works for people"; "Skilling the nation"; "Secure jobs for a safer future"; and "Delivering Equality for Women at Work". In addition to dedicated policy reports, leaders of the ACTU regularly speak at Trade Union Conferences, and other fora, like the National Press Club, about issues in the Workplace Relations Space.

THE ACTU'S PROPOSED APPROACH TO MEETING GRANT FUNDING OBLIGATIONS RELATED TO PROGRESS REPORTING OF GRANT FUNDING EXPENDITURE AND CONSULTATIVE OUTCOMES

The ACTU regularly receives grants from State and Federal Governments and we are accustomed to regular reporting to Government on those grants. The ACTU rules provide a strong governance framework for financial accountability. The ACTU intends to report on activities undertaken by the ACTU in the very of the grant in each reporting period including engagement with governance structures across the workplace relations portfolio, consultancies with our affiliated networks and members on workplace law reforms and our education and training activities. This will include the number of attendees and participants at each event, including gender and diversity information. The ACTU intends to allocate salaries and on costs for personnel directly employed for the grant activities on an annual basis.

(Limit approx 900 words 6 000 characters)

5 238 characters of 6 000 used

Consultative approach *

When addressing the criterion, strong applicants will:

- Outline the organisation's existing approach to bilateral and tripartite consultation, and comment on meaningful and consistent engagement on workplace relations issues and reforms,
- Outline ways in which the organisation maintains consistent engagement with its members and affiliated networks of consultative and education on workplace relations frameworks, including reforms, and
- Identify areas where inefficient resourcing impedes meaningful engagement in bilateral and tripartite structures, and which grant funding might support.

You must respond to this question

This field accepts the characters of A to Z, 0 to 9, () , . ' & / \ @ , other characters and formatting are not accepted.

THE ACTU'S EXISTING APPROACH TO BILATERAL AND TRIPARTITE CONSULTATION

The ACTU has a long and rich history of consultation. Irrespective of the Government of the day, the ACTU will engage constructively with Government providing a voice for working people. Most recently, the ACTU has dedicated significant resources to participation in the Jobs and Skills Summit, including reaching agreements with A Group, BCA, COSBOA, ACCI and in relation to a range of issues. The ACTU has been an active and engaged participant in COIL, including coordinating and facilitating engagement with the union movement. Under the previous Government, the ACTU engaged constructively with the then Minister to identify reforms which could help workers during the COVID pandemic.

THE ACTU'S COMMITMENT TO MEANINGFUL AND CONSISTENT ENGAGEMENT ON WORKPLACE RELATIONS ISSUES AND REFORMS

The ACTU has been involved in every significant workplace relations issues and reforms since it was established in 1927. This has included: equal pay (for women and non-genus workers), superannuation, sick pay, annual leave, medical care, penalties, higher wages, workplace safety laws, paid parental leave, and JobKeeper. The ACTU has played a crucial role working across the union movement in the development of the Fair Work Act, and its predecessor acts, including the Industrial Relations Act 1988.

THE WAYS IN WHICH THE ACTU MAINTAINS CONSISTENT ENGAGEMENT WITH ITS MEMBERS AND NETWORK TO CONSULT AND EDUCATE ON WORKPLACE RELATIONS FRAMEWORKS, INCLUDING REFORMS

The ACTU maintains consistent engagement with our affiliates and engagement of consultative and education on workplace relations through a series of forums targeting different audiences in unions and workplaces. This includes regular forums for technical discussions at the Industrial Relations Legislation Committee of the ACTU; regular meetings of trades and labour councils from state and territory governments; and regular meetings of National Trade Union secretaries. The ACTU also provides fact sheets on workplace laws which are suitable for any worker to access including in relation to things like pay, leave, casual work and coronavirus. The ACTU also engages directly with workers through an email service with significant coverage. The ACTU also operates the ACTU Trade Union Institute which employs educators to provide specific education and training about industrial relations laws and law reform.

AREAS IN WHICH INEFFICIENT RESOURCING IMPEDES MEANINGFUL ENGAGEMENT IN BILATERAL AND TRIPARTITE STRUCTURE AND WHICH GRANTFUNDING MIGHT SUPPORT

The ACTU is funded primarily by affiliation fees set by the ACTU Congress. These fees are paid based on union membership numbers and are effectively paid for by union members. The ACTU employs staff for education, communication, policy development and industrial work. These staff are fully occupied in delivering education, communication, policy development and industrial work. The change in Government has resulted in a requirement for education and training in relation to new reforms and to facilitate engagement with government consultative processes. This inevitably leads to high stretched resources in peak reform periods. The ACTU requires additional resources in order to deliver this work.

(Limit approx 900 words / 6 000 characters)

3 300 characters of 6 000 used

Capacity to deliver activities to support productivity, education and training for their members *

When addressing the criteria, respondents should:

- Identify areas where activities will address the needs of their members, including assessing their current and new workplace laws,
- Demonstrate experience in the development and delivery of productivity, education and training activities, and
- Outline access to personnel with their high expertise and experience, including management and technical staff.

You must respond to this question

This field accepts the characters of A to Z, 0 to 9, () , . ' & / \ @ , other characters and formatting are not accepted.

AREAS WHERE ACTIVITIES WILL ADDRESS THE NEEDS OF ACTU AFFILIATES AND UNION MEMBERS

The Government's Secure Jobs and Better Pay Reform agenda and additional proposals are the most significant reforms to our workplace relations system in a generation. Its scale and ambition will reshape and rebalance our labor market, assisting workers and employers to succeed in the decades ahead, if the laws are properly understood and expeditiously implemented.

Whether made additional support, employer and employee representatives acknowledge the capacity to be able to properly meet the ambition of the Government's agenda reform agenda. A failure to support the necessary education and understanding of this nature among employers and employees will put this at a very high risk of failure. The ACTU will use a range of existing, expanded and new forums to engage with affiliates and members about the policy reform agenda. These forums have been established in response to demands from affiliates and members to support coordinated engagement in government processes around policy development and implementation.

ACTIVITIES WHICH WILL ASSIST ACTU AFFILIATES AND UNION MEMBERS TO IMPLEMENT WORKPLACE LAWS

The ACTU has consulted with union leaders to determine the training and support they require to implement these new laws. This included a leaders meeting in February this year which was held for the express purpose of identifying these needs. With the resources provided under this grant, the ACTU delivered very broad education and information about the new laws and regulations and provision of written resources free of charge to unions and their members. Should more funding become available, this work could be considerably extended to meet the identified needs.

ACTU EXPERIENCE IN THE DEVELOPMENT AND DELIVERY OF PRODUCTIVITY EDUCATION AND TRAINING ACTIVITIES

The ACTU through TUTA and TUEF have extensive experience in the development and delivery of productivity education and training activities.

The Trade Union Training Authority (TUTA) was established in the 1970s with ongoing support from the Howard Government in 1996. The Union Education Foundation (TUEF) was established in 2001.

Both TUTA and TUEF have played a crucial role in the development, education and evolution of labor movement practitioners for generations. Its programs like Organising Works, Advocacy Skills, and Bargaining Skills have and continue to play a crucial role in ensuring a strong and effective voice for Australian workers.

Over the last decade (from 2012-2022) TUEF has managed resources provided under the previous Productivity Education and Training Fund of over \$16,693 per participant in 835 separate courses. This included 8,065 participants who have completed Federal Register of Entry training. Even during the COVID period, training was able to continue, through a move to hybrid and online learning.

Courses relate to communication, advocacy, bargaining and negotiation, building healthy workplace culture, work health and safety, developing workplace leaders, handling grievances in the workplace, and generous leadership development, mental health in the workplace, social media skills, participating in parliamentary processes, and union governance. This grant will support ongoing delivery of these previously funded courses.

ACCESS TO PERSONNEL WITH THE RIGHT EXPERTISE AND EXPERIENCE, INCLUDING MANAGEMENT AND TECHNICAL STAFF

All ACTU staff are employed in accordance with competitive processes set out in our collective agreement. This results in high quality, diverse staff with a wide range of experience. In particular, the ACTU employs experienced managers, educators, course designers, industry affairs officers and communication staff which will facilitate delivery of the grant activities.

(Limit: approx 900 words / 6,000 characters)

3,919 characters of 6,000 used

Alignment with eligible expenditure *

When addressing the criterion, strong applicants will:

- Outline proposed grant activities and demonstrate an alignment with eligible expenditure as detailed above in Section 5.2 Eligible Expenditure
- Outline a proposed approach to engaging with eligible expenditure items, including recruitment processes, approach to communications strategies, and format and frequency of engagement with members and affiliated networks, and
- Indicate whether grant activities which align with eligible expenditure could be improved through additional contributions via existing resources within the organization.

You must respond to this question

This field accepts the characters of A to Z, 0 to 9, () , . ' & / \ @ , other characters and formatting are not accepted.

The ACTU will ensure high quality and policy advice through: ACTU attendance and preparation for Government and departmental fact-based consultations; fact-based consultations on the ACTU by the Government; on behalf of rate unions, coordinated responses to and provide advice on drafts and documents provided to the ACTU by the Government; convene a minimum of 4 broad technical consultations of rate unions to review detailed drafts and provide policy input to inform representatives in government discussions; convene a minimum of 3 meetings of senior rate union representatives to consider, develop and inform responses to government policy; convene a minimum of three discussions of a leadership group of key affiliated representatives to guide the development of rate union input to government policy; convene a minimum of three discussions of State and Territory Trades and Labor Councils to guide the development of rate union input to government policy; as required, establish and convene working groups of key rate union representatives to consult on agenda and policy advice in relation to specific areas of government reform; produce and disseminate updates to rate unions and their members on developments in relevant policy discussions; and designate a key contact person for policy discussions with Government.

The ACTU will ensure high quality, relevant and useable education and training are provided to working people regarding the government's workplace relations reform agenda, particularly in respect of changes to the Fair Work Act. The ACTU will do this by: developing and delivering rate unions of broad education and information about new laws and regulations; and provision of 2 written resources (guides) free of charge to rate unions. The ACTU could engage more thoroughly, in more diverse forums, and using different modes, should more funding be made available.

These will require eligible grant expenditure relating to salaries and costs for personnel directly employed in delivering and supporting these grant activities, on a pro rata basis relative to other commitments. Some costs will be incurred relating to contracting specialist staff directly related to the grant activities. There will be costs of development and delivery meetings and other activities designed to seek feedback from members, including travel costs for key participants and costs of equipment used in delivering training. There will be costs of development and delivery programs, workshops, professional development, forums, and courses. There will also be costs incurred in developing communications and education activities relating to the current laws or workplace reforms. There should be some data collection and publication, analysis of survey results and reporting. There will be some travel costs associated with participation in agreed representative governance structures. There will also be internal grant administration and project related costs, including auditing, bi-annual and annual reporting, and associated costs.

(Limit: approx 900 words / 6 000 characters)

3 246 characters of 6 000 used

Applicant Contacts

Who is the Applicant's preferred authorised contact person for this Application?

The person must have authority to act on behalf of the Applicant in relation to this Application.

Title *

First Name *

Last Name *

Position *

Telephone *

Mobile

Email address *

Provide an alternate authorised contact for this Application.

This person must also have authority to act on behalf of the Applicant in relation to this Application.

Title *

First Name *

Last Name *

Position *

Telephone *

Mobile

Email address *

Declaration

Do you have any conflicts of interest that may occur related to or from submitting this application? *

Yes No

Please read and complete the following declaration.

This Declaration must be signed by an authorized representative of the Applicant (or, if this Application is a joint/consumer Application, an authorized representative of the lead organization). The authorized representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Guidelines.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receive a Receipt Created Tax Invoice (RCTI) for this funding, if applicable, should this Application be successful.
- I have read, understood and agree to the information provided in this Application as detailed in the Use of Information.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this Application and for their personal information to be shared as detailed in the Use of Information.
- I give consent to the Community Grants Hub to make public the details of the Applicant and the funding received, should this Application be successful.
- I consent to receive correspondence, negotiations, grant agreements and any subsequent offers of variations to the agreement electronically. I understand and agree that my electronic correspondences constitute a valid and legally binding method for entering into an agreement under the grant agreement and the Electronic Transactions Act 1999 (Cth).

I understand and agree to the declaration above. *

I acknowledge that giving false or misleading information to the Community Grants Hub is a serious offence under Section 137.1 of the Criminal Code Act 1995 (Cth). *

Full name of Authorized Officer *

Position of Authorized Officer *

Date

S	General Manager	13/04/2023
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Please provide an estimate of the time taken to complete this Application Form, including:

- Actual time spent reading the guidelines, instructions and questions
- Time spent by all employees in collecting and providing the information
- Time spent completing all questions in the Application Form.

Hours

Minutes

13	
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A copy of receipt will be sent to: [S 22 \(1\)](#)



Compliance and Eligibility Report

Workplace Support

Support for employer representatives and unions to improve safety, fairness, and productivity in workplaces –
Productivity, Education and Training Fund

Department of Employment and Workplace Relations

Grant Round Id: 2023-888

May 2023



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Purpose

The Compliance and Eligibility Report provides assurance the pre-assessment process for the *Workplace Support – Support for employer representatives and unions to improve safety, fairness, and productivity in workplaces – Productivity, Education and Training Fund (PET Fund)* grant round has been conducted in accordance with the Community Grants Hub (the Hub) policies and procedures, and the Commonwealth Grants Rules and Guidelines.

The Hub is providing the Department of Employment and Workplace Relations (DEWR) this Compliance and Eligibility Report containing the outcome of the pre-assessment process.

Round Overview

Type:	Closed non-competitive
Round open/close dates:	21 March 2023 – 3 April 2023
Number of expected applications:	5
Number of applications received on time:	4
Assessment:	Client Assessment
Funding Available (GST exclusive)	

2023-24	2024-25	2025-26	Total
\$1,534,090.91	\$1,534,090.91	\$1,534,090.91	\$4,602,272.73

Pre-Assessment Process

The application period opened on 21 March 2023 and closed at 9:00pm AEST 3 April 2023.

The Pre-assessment Plan (**Attachment A**) outlined the pre-assessment process agreed to between the Hub and DEWR.

On 7 April 2023, the Hub provided DEWR the applications (including attachments) and a basic Grant Payment System (GPS) export.



Summary of Applications

Category	No
Applications received on time	4
Late application requests accepted and received	1
Total applications received and progressed to pre-assessment	5

Summary of Pre-Assessment Findings

Category	No
Multiple applications	0
Applicant Withdrawals	1
Ineligible applications – included in application data report	0
Non-Compliant applications– included in application data report	0
Total applications progressed to assessment	4

Compliance and Eligibility

The Hub reviewed all applications for compliance and eligibility against the requirements outlined in the Grant Opportunity Guidelines (Guidelines) (**Attachment B**) and according to Hub standard operating procedures. This included ensuring applicants were one (1) of the eligible legal entities as specified in the Guidelines and had submitted a completed application.

The late application, multiple application, Redress, Workplace Gender Equality Agency and organisational eligibility processes were conducted as per the agreed Pre-assessment Plan.

Late application requests

The Hub received one (1) late application request to submit a late application.

The Hub provided the '**Late Application Findings**' to the Grant Opportunity Delegate on 14 April 2023. One (1) late application request was accepted and the received application progressed to the compliance and eligibility stage.

The Applicant was notified in writing the outcome of their late application request.

Multiple applications

Applicants were allowed to submit only one (1) application for this grant opportunity. If more than one (1) application was submitted, the latest accepted application form would progress for this grant opportunity.

No multiple applications were identified for this grant opportunity.

Attachments

There were no attachment requirements outlined in the Guidelines. No additional attachments were provided to the Hub by applicants for this grant opportunity.

National Redress Scheme

The Guidelines stated:

You are not eligible to apply if you are an:

- *organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'*

The Hub determined **no** applicants were identified as organisations listed on the National Redress Scheme not eligible list.

Workplace Gender Equality Agency

The Hub determined **no** applicants were identified as organisations listed on the Workplace Gender Equality Agency's Non-Compliant list. Whilst compliance with Workplace Gender Equality Agency requirements is not a specific requirement in the Guidelines, this has been provided to DEWR information purposes only.

Organisation legal entity eligibility

At the conclusion of the organisation eligibility checks, the Hub identified all applications were in line with the Guidelines organisation eligibility requirements.

Funding Decisions

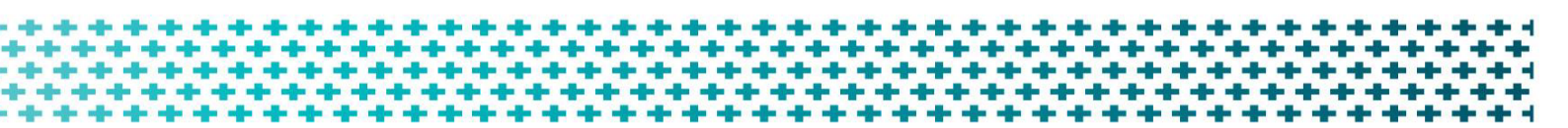
The outcome of the Compliance and Eligibility checks have been provided to assist with completing the assessment of applications and preparing for the Selection Advisory Panel (SAP) meeting.

DEWR will record their funding recommendations by completing the Application Data Report (**Attachment C**) and providing the completed report back to the Hub with the written authority to fund successful applicants (the Spending Minute) which must include:

- A list of all successful and unsuccessful applicants
- The amount of funding each applicant will receive broken down by financial year
- Any locations including the breakdown of funding amount per service area if total recommended funding is less than the applicant applied for, or a service area has been removed

The Application Data Report is to accompany the Spending Minute and remain in the format provided to the client. **Columns P to T** are to be completed by DEWR in order to reconcile GPS and progress the successful applications to the Establishments team.

If the Application Data Report is not completed as per the instructions above, it will be returned to DEWR to reconcile before the Hub can proceed.



Feedback

The Hub will provide DEWR with a draft template for General Feedback for applicants outlining the strength of successful responses to the assessment criteria and the demonstrated ability to meet the grant requirements outlined in the Guidelines. DEWR are to complete the feedback and return to the Hub in the format provided in order to publish on the Community Grants website in line with the unsuccessful notifications being distributed.

Feedback is to be cleared at the SES Band 1 level and provided to the Hub **no later than five (5) business days** prior to notifications being distributed, in line with the agreed distribution date outlined in the workflow schedule.

Notifications

Following the Financial Delegate's decision to fund and not fund applicants, in line with publication of the general feedback the Hub will send successful and unsuccessful notifications using standard processes.

This will be provided following the receipt of the financial delegate's decision to fund/not fund applicants in line with the spending minute.

Recommendations to Branch Manager, Hub Operations, Community Grants Hub

You:

1. **Note** the Hub has administered the Compliance and Eligibility process for the Workplace Support – Support for employer representatives and unions to improve safety, fairness, and productivity in workplaces – Productivity, Education and Training Fund in line with the Guidelines, Pre-assessment Plan and Hub Standard Operating Procedures.

s 22 (1)

Director
Assessment Centre
Hub Operations
Community Grants Hub

Signature:

S 22 (1)

Date: 08/05/2023

s 22 (1)

Director
Organisation Data Management
Hub Operations
Community Grants Hub

Signature: _____

S 22 (1)

Date: 05/05/2023

s 22 (1)

Branch Manager
Hub Operations
Community Grants Hub

Signature: _____

S 22 (1)

Date: 09/05/2023



Attachments

Document	Attachment
2023-888 - Productivity Education and Training (PET) Fund – Attachment A - Pre-assessment Plan	Attachment A
2023-888 - Productivity Education and Training (PET) Fund – Attachment B - Grant Opportunity Guidelines	Attachment B
2023-888 - Productivity Education and Training (PET) Fund – Attachment C - Application Data Report	Attachment C

Pre-assessment Plan

Productivity, Education and Training Fund

Client Agency: Department of Employment and Workplace Relations

Grant Round ID: 2023-888

Date: March 2023

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Purpose

This Pre-assessment Plan provides a description of the pre-assessment process for the *Productivity, Education and Training Fund* grant opportunity. The pre-assessment process has been developed in consultation with the Department of Employment and Workplace Relations (DEWR) and Community Grants Hub (Hub) stakeholders.

The Grant Opportunity Guidelines (GOG) set out the objectives and operation of the grant. This plan details the responsibilities and processes used to administer the pre-assessment component of the select phase in accordance with the GOG. The Hub will use standard processes to deliver the pre-assessment of the round, unless customised processes are agreed to and documented in this plan.

Processes have been developed in order to meet the timeframes and requirements established by the Grant Round Management Plan (GRMP), agreed between DEWR and the Hub. Any deviation from agreed parameters of the round may impact timeframes and result in a revision to the GRMP.

Overview

Purpose of Grant: The PET Fund implements an outcome of the 2022 Jobs and Skills Summit, insofar as business, unions and Government committed to work proactively together to strengthen tripartism and constructive social dialogue in Australian workplace relations.

Grant Round Type:	Closed non-competitive
Open Date:	21 March 2023
Close Date:	3 April 2023 at 9:00pm AEST
Expected Applications:	5
Expected Agreements:	5
Assessment Responsibility:	Department of Employment and Workplace Relations

Responsibilities and Delegations

Personnel for this Grant round:

Agency Staff

Financial Delegate (Decision Maker): First Assistant Secretary of Safety and Industry Policy Division

Grant Opportunity Delegate: s 22 (1)

Hub Staff:

Client Management Team: s 22 (1)

Director: s 22 (1)

Client Manager: s 22 (1)

Design Team: s 22 (1)

Director: s 22 (1)

Design Lead: s 22 (1)

Selections Team: s 22 (1)

Director: s 22 (1)

A/g Assessment Manager: s 22 (1)

Organisation Data Management Team (ODM): s 22 (1)

Director: s 22 (1)

Assistant Director: s 22 (1)

Probity and Financial Team: s 22 (1)

Director: s 22 (1)

Assistant Director: s 22 (1)

Grants Hotline Team (HESS): support@communitygrants.gov.au

Director: s 22 (1)

A/g Assistant Director: s 22 (1)

Grants Establishment Team: s 22 (1)

A/g Director: s 22 (1)

Assistant Director: s 22 (1)

Client Agency Responsibilities

DEWR are responsible for the successful implementation of the grant program¹. The Hub provides administrative services to support this outcome.

DEWR has responsibility for the following:

- Making decisions on not-eligible, not-compliant, multiple and late applications/requests
- Undertaking assessment of all assessment criteria and additional program eligibility specified in the GOG
- Any reviews of the applicants against the National Redress Scheme website after the Hub has issued its Compliance and Eligibility report
- Any reviews of the applicants against the Workplace Gender Equality Agency list after the Hub has issued its Compliance and Eligibility report
- Finalising the selection process and making recommendations to the Delegate
- Producing the Selection Report
- Ensuring appropriate delegation
- Preparing, briefing and making final recommendations for Delegate decision
- Providing the Hub with the Spending Minute, all associated attachments and the completed Application Data Report in order for the Hub to update applications in GPS
- Preparing general applicant feedback for publication
- Preparing individual applicant feedback and responding to follow-up communication (if applicable).

¹ The Australian National Audit Office has emphasised responsibility for all aspects of a grant program remain with the policy owner: "Consistent with the accountability principles of the Public Governance, Performance and Accountability Act 2013, the entity allocated responsibility for the design and implementation of a program is accountable for the quality of any work undertaken by other entities to deliver the program. This includes the activities of contractors as well as whole of government shared services arrangements and service delivery hubs."

Hub Responsibilities

The Hub will provide the following services to assist in delivering the program:

- Provide DEWR with applications and attachments three days after the closure of the round. N.B. These applications **will not** have undergone pre-assessment checks, DEWR accept the risk of applications potentially being withdrawn from the assessment process.
- Provide a basic GPS export containing the Application Id, Submission Reference and Organisation Legal Entity Name with the applications and attachments.
- Undertake compliance checks and compile findings for DEWR decision
- Undertake organisational eligibility checks, and compile findings for DEWR decision
- Review applicants to ensure compliance with the National Redress Scheme eligibility requirement prior to the Hub issuing its Compliance and Eligibility report
- Review applicants for information against compliance with the Workplace Gender Equality Agency list prior to the Hub issuing its Compliance and Eligibility report
- Facilitate probity enquiries and advice, and relevant training for pre-assessment staff
- Provide Grant Payment System (GPS) training for pre-assessment staff
- Produce the Application Data Report for the purposes of the decision maker
- Reconcile GPS application status against Financial Delegate's outcomes and update GPS
- Notify applicants of successful and unsuccessful selection outcomes

Risks and Issues Management

The Hub established processes identify and assess risks and issues for referral to appropriate owners for remediation actions. Risks and issues will be promptly escalated to policy owners via the two-way escalation process for decision-making, focusing on finding solutions to potential problems to achieve better outcomes. Specifically, risks and issues requiring immediate action will be escalated to the Client via the relevant client manager. Any risks or issues considered less immediate will be discussed in the relevant oversight committee meeting and recorded in Shibumi Tracker.

The Hub has oversight of issues and is responsible for tracking and reporting progress and escalation of issues as needed.

Conflict of Interest and confidentiality

The Hub will provide Hub pre assessment staff involved in the Select Phase of the grant round selection process with Conflict of Interest and Declaration of Confidentiality forms to be completed.

DEWR will need to ensure their own forms are completed and recorded appropriately by all staff involved in the Select Phase of the grant round selection process and/or the SAP.

Probity

Probity relates to ethical behaviour. The Commonwealth Grants Rules and Guidelines (CGRG's) specifically identify the principles and public sector values and duties of honesty, integrity, impartiality and accountability.

Probity training for staff involved in the assessment or selection of applications may be provided by the Hub's independent advisor, **Galent Management Consulting** upon request.

The Hub may request probity advice as needed for any non-standard processes and facilitate client requests for probity advice or services during the round. This may include attendance at a Selection Advisory Panel meeting. The standard response time for a probity request is within three business days.

Select Phase

All requirements outlined in the GOG will be treated in accordance with the processes described below, excluding those defined as Out of Scope.

Compliance

The Hub will undertake initial screening of applications to ensure they are successfully submitted to GPS. Applications will then be compliance checked in line with the GOG.

Attachments

As there are no attachment requirements for this round listed in the GOG, an attachment check will not be performed.

Late applications

Applications submitted after the closing time (**9.00pm AEST on Wednesday, 3 April 2023**) will not be accepted unless an applicant has experienced exceptional circumstances, as defined in the Hub's late applications policy, preventing the submission of the application.

A list of late applications and requests to submit a late application, including their explanations, will be provided to the Grant Opportunity Delegate to determine if a late application or request should be accepted. Late application requests can be made for 3 calendar days after the close time of the round.

The Hub will notify applicants of the decision. Should the Hub receive requests to reconsider final decisions made in this process, it will send all requests to the Grant Opportunity Delegate for their action.

Multiple Applications

Organisations may only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

The Hub will check the applications and identify any submitted from the same organisation or consortium lead for the same grant activity.

The check will include:

- Legal entity name
- ABN

The Hub will provide a '**Multiple Application Findings**' to the Grant Opportunity Delegate for decision. Applications which are deemed to be a multiple will be notified in writing, informing their earliest submitted application was withdrawn and the latest application progressed to assessment as per the GOG.

Should the Hub receive requests to reconsider final decisions made in this process, it will send all requests to the Grant Opportunity Delegate for their action.

National Redress Scheme

For this round, organisations are not eligible to apply if they are an:

- *an organisation, or your project partner organisation, is included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.*

The Hub prepares a weekly automated report which sources information from the National Redress Scheme website. This report is reviewed during pre-assessment to determine eligibility of applicants and consortium members. Subsidiaries of organisations named on the National Redress Scheme website will not be identified by the Hub amongst the applicants (and consortium members). Applicants (and consortium members) identified on the report will be referred to the National Redress Scheme for confirmation.

Where relevant, applicants who are identified through the report will be withdrawn from the grant round and their application will not progress to assessment.

If any applicants are identified, they will be included in the "**non-compliance findings**" provided to the Grant Opportunity Delegate noting they will be withdrawn and not progress to assessment.

This is provided to the Grant Opportunity Delegate for information.

DEWR are responsible for any subsequent checks of the National Redress Scheme website they wish to perform prior to providing the brief to the Minister/Financial Delegate.

Workplace Gender Equality Agency (WGEA)

Whilst the GOG does not specify WGEA compliance requirements, the following information will be provided to the Grant Opportunity Delegate **for information purposes**.

The Hub prepares a weekly automated report which sources information from WGEA. This report is reviewed during pre-assessment to determine compliance of applicants. Subsidiaries of organisations named on the WGEA list will not be identified by the Hub amongst the applicants.

DEWR are responsible for any subsequent checks of the WGEA they wish to perform prior to briefing their Minister.

Organisational eligibility

Applicant organisation legal entity details will be checked, to ensure they align with the invited organisations listed in section 4 of the GOG organisation eligibility requirements.

The Hub will provide a '**Vendor Check Findings**' report to the Grant Opportunity Delegate for decision.

Applicants will be notified in writing of the outcome of the vendor checks, informing their application was deemed ineligible, following the receipt of the financial delegate's decision to fund/not fund applicants in line with the spending minute. Should the Hub receive requests to reconsider final decisions made in this process, the Hub will send all requests to the Grant Opportunity Delegate for their action.

Application Data Report

For the purposes of the decision-making process, the Hub will prepare an Application Data Report (**Attachment A**) containing relevant applicant information. The Application Data Report can be used as a tool to assist in the recording of decisions by your panel to recommend to fund/not fund applicants and supporting justifications for your delegate.

The contents of this report may be used to assist you to brief the Financial Delegate.

This report is not required to be provided to the Financial Delegate however the Hub requires this report to be completed and returned in order to action the outcomes for this Grant Opportunity.

Compliance and Eligibility Report

The Hub will prepare a Compliance and Eligibility Report confirming the pre-assessment process was completed in line with this Pre-assessment Plan. If there was a deviation from this Plan, an appropriate explanation will be provided.

The Compliance and Eligibility Report will be provided as assurance of the completion of the pre-assessment process in accordance with the GOG, CGRGs and processes outlined in this Plan, or otherwise agreed to.

The report includes:

- a summary of the pre-assessment process
- information regarding any deviation from the Pre-assessment Plan

Approval to Fund Applicants

In accordance with the GOG, the Financial Delegate will make the final decision to fund and not fund applicants.

Following the Financial Delegate's decision, DEWR will provide the Hub with the Financial Delegate's written authority (spending minute) to fund successful applicants. The written authority must include a list of all the successful applicants, including the amount of funding each applicant will receive and any relevant service areas or service types.

Accompanying the written authority, the Hub requires the Application Data Report to be returned in excel format retaining:

- Application Id,
- Submission Reference,

- Legal Entity Name and,
- the breakdown of funding per service area and
- financial year

This is to ensure the Hub is able to reconcile funding decisions.

To enable the Hub to enter funding for successful applicants into GPS, DEWR are required to provide the final completed Application Data Report to the Hub.

If DEWR do not return the completed Application Data Report there may be delays in processing the Spending Minute.

Notifications

In accordance with the CGRG's, the Hub will publish a list of grant recipients on the GrantConnect website no later than twenty-one working days after the grant agreement(s) take effect.

Following the Financial Delegate's decisions the Hub will send notifications using standard templates. Applicants deemed non-compliant or ineligible will receive a notification in relation to their application's outcome.

These will be provided following the receipt of the financial delegate's decision to fund/not fund applicants at the end of the assessment process. Should the Hub receive requests to reconsider final decisions made in this process, it will send all requests to the Grant Opportunity Delegate for their action.

Out of Scope Activities

The following activities outlined in the GOG will be considered as out of scope for this pre-assessment plan and will not be undertaken by the Hub.

- Financial Risk Assessment including FVA and RAs
- Determining Eligible Activities
- Determining Eligible Expenditure
- Determining Eligible Locations
- Determining Additional eligibility (excluding Australian Business Number and an account with an Australian Financial Institution requirements)
- Assessment of applications
- Assessment of attachments
- Moderation and Quality Assurance of Applications
- Secretariat support for the Selection Advisory Panel (SAP)
- Preparing the final Selection Report
- Fraud and Organisation Risk

Related Documents

This Pre-assessment Plan aligns with, relates to or depends on the following documents:

- PET Fund Grant Round Management Plan
- PET Fund Grant Opportunity Guidelines
- PET Fund Questions & Answers

Attachments

- Attachment A – Application Data Report

LEGAL ENTITY NAME	IS THE ORGANISATION REGISTERED FOR GST?	Coverage/Service Area	PROJECT/ACTIVITY TITLE	SUMMARY OF APPLICATION (Brief Description of Project/Activity)	GOVERNANCE RELEVANT PERSONS	GOVERNANCE REPORTABLE EVENTS
Australian Council of Trade Unions	Y	Australia - \$2,301,135.00 - 100.00%	Policy advice, education and training in relation to Amendments to the Fair Work Act.	The ACTU will provide high quality legal & policy advice to Government as part of bipartite & tripartite processes. This will support the Government's WR reform agenda by ensuring the Government is provided detailed & thoughtful policy advice related to workers' issues. We will use existing and additional fora to consult with union leadership & workers to support engagement in policy development. By ensuring workers' views are conveyed in Government processes, we will support negotiation, consultation & information exchange between & among governments, employers & workers. The ACTU will ensure high quality, relevant & useable education & training is provided to workers about changes to the FWA. We will provide education & training to unions & workers to support implementation of changes to the FWA. By ensuring workers & unions are educated about & trained in the new laws, we will facilitate collective bargaining, support dispute prevention & resolution, & enhance workplace cooperation.	None of the above apply and there is no adverse information on any relevant person associate with this entity.	None of the above events apply and there is no adverse information on my entity.

PET Fund Grant Assessment

Name: Australian Council of Trade Unions

Total funding requested: \$2,301,135.00 (\$767,045.00/year over three years)

BACKGROUND:

- Established in 1927, the Australian Council of Trade Unions is the peak body for Australian unions, made up of 38 affiliated unions who together represent about 1.8 million workers and their families.

Criteria	Guidance	Commentary (including references)	Assessment Results
Eligibility			
Invited Organisation	<p>To be eligible to receive a grant, the Applicant must be one of the following invited organisations:</p> <ul style="list-style-type: none"> The Australian Council of Trade Unions (ACTU) ABN 67 175 982 800 Australian Industry Group (Ai Group) ABN 81 632 926 099 Australian Chamber of Commerce and Industry (ACCI) ABN 85 008 391 795 	<p>New Grant recipient through Community Grants Hub and applying as a trustee on behalf of trust and have provided evidence through a trust deed (Union Education Foundation of Australia) and has provided its trustee incorporation number.</p> <p>The Applicant is the Australian Council of Trade Unions who have confirmed their eligibility as an invited applicant.</p>	<p>The application is an invited organisation and is eligible for this grant funding, and has an ABN.</p> <p>Criterion met</p>

Criteria	Guidance	Commentary (including references)	Assessment Results
	<ul style="list-style-type: none"> ▪ The Business Council of Australia (BCA) ABN 75 008 483 216 ▪ Council of Small Business Organisations Australia (COSBOA) ABN 43 008 597 304 		
Assessment			
Overall consideration of Value for Money	How do the grant activities represent value with relevant money in the context of the objectives and outcomes of the grant opportunity?	<p><i>NOTE: The expected outcomes of the PET Fund grant program are:</i></p> <ul style="list-style-type: none"> ▪ <i>To support and increase engagement by employers' and workers' representatives, and their members, through enhanced tripartite governance structures across the workplace relations portfolio. This will include more active advice and consultation roles on possible future reforms;</i> ▪ <i>To enable recipients to develop and implement workplace productivity, education and training initiatives to support their members to engage in law reform processes; and</i> ▪ <i>To encourage take up of current and new laws in their workplaces, and to monitor and provide feedback regarding the implementation of law reforms.</i> 	<p>The applicant has outlined how it will provide high quality legal and policy advice to Government on worker issues and needs.</p> <p>This includes using existing and additional channels to consult with workers and develop high quality, education and training material and opportunities.</p> <p>Criteria met</p>

Criteria	Guidance	Commentary (including references)	Assessment Results
	How do the grant activities add value by achieving something worthwhile that would not occur without the grant?	<i>For example, consider any budget provided, any outline of how services would be efficiently delivered, any collaboration with other organisations to provide services, and/or leveraging off existing infrastructure within the organisation to achieve the grant's expected outcomes.</i>	The applicant has outlined how it will add value to existing activities and expand opportunities for its members to engage and its networks to collaborate in WR issues.
	Consider the relevant financial and non-financial costs and benefits of the grant activities including, as applicable: <ul style="list-style-type: none"> ▪ quality of the activity ▪ fitness for purpose of achieving grant objectives ▪ applicant's relevant experience and performance history 	<i>For example, consider if the proposal builds on existing service delivery models or current activities delivering proven outcomes, leverages well established existing services and networks or applies innovation to harness new and emerging technology</i>	The application has identified its proven track record in providing quality services to its members, and has outlined a proposal to enhance, improve and expand on grant activities for the broader benefits of its members and other stakeholders. Criterion met

Criterion 1 Organisational profile		
<p>How has the applicant demonstrated an intimate understanding by their organisation of current workplace relations frameworks?</p>	<p>Representing the interests of workers in the annual wage review; engaging with the Fair Work Commission in matters of policy and practice; and engaging with Government and the parliament in the development of policy and legislation.</p> <p>Working with affiliated trade unions in the workplace relations system who operate across state and federal workplace relations systems.</p> <p>Advocating for award variations, bargaining for wage increases for workers across the nation, ongoing education and development of union leaders, and organising for safe and healthy workplaces our work is critical.</p>	<p>The applicant has demonstrated their intimate understanding of current WR frameworks through its existing engagement, consultation, representation and communication.</p> <p>Criterion met</p>
<p>How does the organisation monitor, assess and contribute to future outlooks in the workplace relations space?</p>	<p>Works directly with members to assesses the future outlooks and engages with affiliated unions to consider impact.</p> <p>Engages with academic and non-academic researchers ie developing a series of policy papers for the Jobs and Skills Summit</p> <p>Produces detailed policy reports and present at conferences about issues in WR space.</p>	<p>The applicant has demonstrated its ability to monitor, assess and contribute to the future outlooks in the WR space, through its range of engagement, consultation and communication activities.</p> <p>Criterion met</p>
<p>What are the organisation's affiliated networks and breadth of interests their organisation supports?</p>	<p>Breadth of WR interests pay, superannuation, sick-pay, annual leave, Medicare, penalty rates, higher wages, work safety laws, paid parental leave, and JobKeeper, including development of the FWA.</p> <p>Elected officers, and an elected Executive of representatives from affiliates and state and</p>	<p>The applicant has demonstrated its success in achieving outcomes for its members through its affiliated networks and breadth of interest contributing to a range of WR reforms and activities.</p> <p>Criterion met</p>

	territory trades and labour councils, with offices across Australia	
	Actively campaigning in work places and communities around the country	
What is the organisation's proposed approach to meeting grant funding obligations related to progress reporting of grant funding expenditure and consultative outcomes?	<p>Experience in grant report with strong governance framework for financial accountability.</p> <p>Proposes to report on all grant activities including salaries and on-costs for personnel directly employed for the grant activities on an annual basis</p>	<p>The applicant has demonstrated an understanding and approach to report on grant funding expenditure and outcomes, with strong financial accountability structures in place.</p> <p>Criterion met</p>

Criterion 2 Consultative approach		
<p>What is the organisation’s existing approach to bilateral and tripartite consultation, and commitment to meaningful and consistent engagement on workplace relations issues and reforms?</p>	<p>Longstanding commitment to tripartism evidenced by engagement with government.</p> <p>Dedication to participate in Jobs and Skills Summit and working in partners with key stakeholders.</p> <p>Active and engage participant in COIL and the Minister.</p> <p>Key stakeholders in reforms to help workers during the COVID pandemic.</p>	<p>The applicant has demonstrated its commitment and approach to meaningful and consistent engage</p> <p>Criterion met</p>
<p>How does the organisation maintain consistent engagement with its members and affiliated networks to consult and educate on workplace relations frameworks, including reforms?</p>	<p>Series of forums targeting different audiences in unions and workplaces including regular forums and meetings.</p> <p>Develops and provides fact sheets on a range of WR subject matter and engages directly with members more broadly.</p> <p>ACTU Trade Union Institute to provide specific education and training about industrial relations laws and law reform.</p>	<p>History of organisation demonstrates applicants engagement with its members and ability to consult and educate in the WR space, particularly through existing channels and education materials.</p> <p>Criterion met</p>
<p>What areas has the organisation indicated where inefficient resourcing impedes meaningful engagement in bilateral and tripartite structures, and which grant funding might support?</p>	<p>Funded primarily by affiliation fees and paid based on union membership numbers</p> <p>Staff expert in and required to deliver education, communication, policy development and industrial work. periods.</p>	<p>The applicant has proposed that additional resources will provide greater and more regular education and training; engagement with government consultative processes</p> <p>Criterion met</p>

Criterion 3 Capacity to deliver activities to support productivity, education and training for members		
What areas has the organisation indicated where activities will address the needs of their members, including assisting them to implement current and new workplace laws?	<p>Significant reform agenda through the Government's Secure Jobs and Better Pay and additional legislative reforms requires a strong understanding to effectively be implemented.</p> <p>Additional support and greater capacity will be required within the organisation to support delivery on this reform agenda.</p> <p>A range of existing, expanded and new opportunities to engage with affiliates and members about the policy reform agenda in response to demand</p>	<p>The applicant has demonstrated a strong understanding of how activities will support members and implement WR laws.</p> <p>Criterion met</p>
How has the organisation demonstrated experience in the development and delivery of productivity, education and training activities?	<p>Play a critical role in the development, education, and training its members and affiliates ie Organising Works, Advocacy Skills, and Bargaining Skills</p> <p>Move to hybrid and online learning and delivered courses in communication, advocacy, bargaining and negotiation, building healthy workplace culture, work health and safety, developing workplace leaders, handling grievances in the workplace, indigenous leadership development, mental health in the workplace, social media skills, participating in parliamentary processes, and union governance..</p>	<p>The applicant proposes that the grant will support ongoing delivery of these education and training activities.</p> <p>Criterion met</p>
How has the organisation outlined access to personnel with the right expertise and experience, including management and technical staff?	<p>High quality, diverse staff with a wide range of experience employed through competitive process including experienced managers, educators, course designers, industrial officers and communications staff s.</p>	<p>The applicant has demonstrated it has the relevant personnel to facilitate delivery of the grant activities</p> <p>Criterion met</p>

Criterion 4 Alignment with eligible expenditure

How has the applicant outlined proposed grant activities and demonstrate an alignment with eligible expenditure as detailed in section 5.2 Eligible Expenditure?

- Eligible expenditure items are:*
- *Salaries and on-costs for personnel directly employed for eligible grant activities. This should be calculated on a pro-rata basis relative to their time commitment.*
 - *Costs related to recruiting or contracting specialist staff directly related to the grant activities.*
 - *Contractor costs for eligible grant activities.*
 - *Costs of developing and delivering programs, workshops, professional development, forums and courses, surveys, meetings and other activities designed to seek feedback from members on (including travel costs for key participants and cost of equipment used to deliver training).*
 - *Domestic travel limited to the reasonable cost of accommodation and transportation required to participate in agreed tripartite governance structures in Australia.*
 - *Costs of developing and running communication campaigns and education initiatives relating to current laws or workplace reforms.*
 - *Data collection and publication, including designing and implementing surveys, analysis of survey results and reporting.*
 - *Internal grant administration and project related costs, including auditing, bi-annual and*

The applicant has outlined how its proposed grant activities are aligned to eligible expenditure as provided below.

Criterion met

	<p><i>annual reporting, and associated costs such as general expenses.</i></p> <p>NOTE: Check that grant money is not being used for:</p> <ul style="list-style-type: none"> ▪ purchase of land ▪ major capital expenditure ▪ covering prospective or retrospective costs ▪ costs incurred in the preparation of a grant application or related documentation ▪ subsidy of general ongoing administration, such as electricity, phone and rent ▪ major construction/capital works ▪ overseas travel <p>activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.</p>	
<p>What is the applicants proposed approach to engaging with eligible expenditure items, including recruitment processes, approach to communications strategies, and format and frequency of engagement with members and affiliated networks?</p>	<p>Continue to provide high quality legal and policy advice and active engagement in facilitated consultations</p> <p>Additionally convene a minimum of 4 broad technical consultative forums of trade unions; a minimum of 3 meetings of senior trade union representatives; a minimum of three discussions of a leadership group of key affiliate representatives; convene a minimum of three discussions of State and Territory Trades and Labor Councils; establish and convene working groups of key trade union representatives to consult on legal and policy</p>	<p>Criterion met</p>

	<p>advice in relation to specific areas of government reform.</p> <p>Information updateds to trade unions and their members on developments in tripartite policy discussions</p> <p>Develop and deliver high quality education and training including written resources (guides) fee-free to trade unions.</p> <p>Greater engagement with diverse forums and utilising different channels of community.</p>	
<p>What grant activities has the applicant indicated align with eligible expenditure which could be improved through additional contributions via existing resources within their organisation?</p>	<p>Salaries and on-costs for personnel directly employed in delivering and supporting grant activities, including contracting specialist staff where required.</p> <p>Developing and delivering feedback meetings and other activities, including travel and equipment for training.</p> <p>Developing and delivering programs, workshops, professional development, forums, and courses.</p> <p>Developing communications and education initiatives relating to the current laws or workplace reforms.</p> <p>Data collection and publication, analysis of survey results and reporting.</p>	<p>The applicant has provide a suite of grant activities that align with eligible expenditure and improve existing activities and resources.</p> <p>Criterion met</p>

	<p>Other travel costs associated in participate in tripartite meetings</p> <p>Grant administration and project related costs, including auditing, bi-annual and annual reporting, and associated costs</p>	
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PET Fund Grant Assessment Process

Criteria	Guidance	Commentary (including references)	Assessment Results
Eligibility			
Invited Organisation	<p>To be eligible to receive a grant, the Applicant must be one of the following invited organisations:</p> <ul style="list-style-type: none"> ▪ The Australian Council of Trade Unions (ACTU) ABN 67 175 982 800 ▪ Australian Industry Group (Ai Group) ABN 81 632 926 099 ▪ Australian Chamber of Commerce and Industry (ACCI) ABN 85 008 391 795 ▪ The Business Council of Australia (BCA) ABN 75 008 483 216 ▪ Council of Small Business Organisations Australia (COSBOA) ABN 43 008 597 304 	The Applicant is the Australian Council of Trade Unions (ACTU) ABN 67 175 982 800	Criteria met.
Assessment			

<p>Overall consideration of Value for Money</p>	<p>How do the grant activities represent value with relevant money in the context of the objectives and outcomes of the grant opportunity?</p>	<p>NOTE: The expected outcomes of the PET Fund grant program are:</p> <ul style="list-style-type: none"> ▪ To support and increase engagement by employers' and workers' representatives, and their members, through enhanced tripartite governance structures across the workplace relations portfolio. This will include more active advice and consultation roles on possible future reforms; ▪ To enable recipients to develop and implement workplace productivity, education and training initiatives to support their members to engage in law reform processes; and ▪ To encourage take up of current and new laws in their workplaces, and to monitor and provide feedback regarding the implementation of law reforms. <p>The ACTU's application outlines how eligible grant activities will be conducted to achieve the overarching PET Fund objectives of supporting and increasing engagement through bilateral and tripartite structures. The ACTU also links how education and training initiatives will facilitate the implementation of workplace reforms.</p> <p>The ACTU's application sufficiently demonstrates how grant funding will be used to support the ACTU to use existing and additional fora to consult with</p>	<p>Criteria met.</p>
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		<p>unions and workers to support engagement in policy development.</p> <p>These activities, with their focus on achieving outcomes for workers, represent value for money in achieving the grant objectives.</p>	
	<p>How do the grant activities add value by achieving something worthwhile that would not occur without the grant?</p>	<p><i>For example, consider any budget provided, any outline of how services would be efficiently delivered, any collaboration with other organisations to provide services, and/or leveraging off existing infrastructure within the organisation to achieve the grant's expected outcomes.</i></p> <p>The ACTU has outlined how it will ensure high quality legal and policy advice through a program of consultative forums and meetings that will be convened to review detailed drafts and provide policy input by members and affiliates to inform policy and representations in government discussions.</p> <p>The ACTU submits it will ensure high quality, relevant and useable education and training are provided to working people regarding the government's workplace relations reform agenda, particularly in respect of changes to the Fair Work Act. The ACTU proposes to do this by:</p> <ul style="list-style-type: none"> • Development and delivery to trade unions of broad education and information about new laws and regulations, and • Provision of 2 written resource guides free to trade unions. 	<p>Criteria met.</p>

		<p>While the ACTU has identified these two priority areas in consultation with union leaders, they note this work could be considerably extended to meet identified needs should more funding become available.</p> <p>The ACTU has explained how the proposed legal and policy advice and education and training will achieve the objectives of the PET fund, and how the grant is expected to contribute to the grant activities by way of eligible expenditure.</p>	
	<p>Consider the relevant financial and non-financial costs and benefits of the grant activities including, as applicable:</p> <ul style="list-style-type: none"> ▪ quality of the activity ▪ fitness for purpose of achieving grant objectives ▪ applicant's relevant experience and performance history 	<p><i>For example, consider if the proposal builds on existing service delivery models or current activities delivering proven outcomes, leverages well established existing services and networks or applies innovation to harness new and emerging technology</i></p> <p>The ACTU has explained how the proposed legal and policy advice and education and training will achieve the objectives of the PET fund, and how the grant is expected to contribute to the grant activities by way of eligible expenditure. The ACTU links the program of meetings to the grant objective of increased engagement, advice and consultation roles on possible future reforms.</p> <p>The ACTU has linked the provision of education and training to the grant objective of developing and implement workplace productivity, education and training initiatives to support their members to engage in law reform processes. It is noted that this focus on education and training to unions and</p>	<p>Criteria met.</p>

		<p>workers to support implementation of reforms is unique to the ACTU's application and would not be met by activities by other applicants.</p> <p>The ACTU has referred to its experience and performance history in the development and deliver of productivity, education and training activities. The financial and non-financial benefits of this grant supporting ongoing delivery of these previously funded courses has been considered.</p>	
Criterion 1 Organisational profile			
	<p>How has the applicant demonstrated an intimate understanding by their organisation of current workplace relations frameworks?</p>	<p>The ACTU submit that an intimate understanding of current workplace relations frameworks is demonstrated by:</p> <ul style="list-style-type: none"> • Representation of the interests of workers in the annual wage review • Engagement with the Fair Work Commission in matters of policy and practice • Engagement with Government and parliament in the development of policy and legislation. <p>The ACTU emphasises that it works with affiliated trade unions in the workplace relations system who themselves operate across state and federal workplace relations regimes.</p>	<p>Criteria met.</p>

		<p>The ACTU also demonstrates familiarity with the Government's policy objectives to get wages moving and secure jobs.</p>	
	<p>How does the organisation monitor, assess and contribute to future outlooks in the workplace relations space?</p>	<p>The ACTU submit that they talk directly with working people through their unions to assess future outlooks in the workplace relations space from the perspective of workplace relations impact on work and workers.</p> <ul style="list-style-type: none"> • This regular engagement is through affiliated unions, with meetings hosted by the ACTU attended by affiliates, and meetings held by affiliates attended by the ACTU. <p>The ACTU monitors and assesses future outlooks through engagement with academic and non-academic researchers to engage with deeper and broader policy debates and analysis. This information is often publicly disseminated.</p> <p>The ACTU demonstrated its contribution to future outlooks in the workplace relations space by referencing both its participation at Trade Union Conferences, the National Press Club and other for a, as well as the release of policy papers in the lead up to the 2022 Jobs and Skills Summit, including:</p> <ul style="list-style-type: none"> • An economy that works for people • Skilling the nation • Secure jobs for a safer climate • Delivering Equity for Women at Work 	<p>Criteria met.</p>

	<p>What are the organisation's affiliated networks and breadth of interests their organisation supports?</p>	<p>The ACTU is the peak body for Australian unions, made up of 38 affiliated unions who together represent about 1.8 million workers. The ACTU's role as a peak body is to co-ordinate union activity, represent workers at government and non-government forums, and to provide industrial and policy support. The ACTU has an elected executive of representatives from affiliates and state and territory trades and labour councils.</p> <p>The ACTU outlined a breadth of interests supported by their organisation, including better job security, pay and conditions, rights at work, healthier and safer workplaces, and a fairer and more equal society.</p>	<p>Criteria met.</p>
	<p>What is the organisation's proposed approach to meeting grant funding obligations related to progress reporting of grant funding expenditure and consultative outcomes?</p>	<p>The ACTU intends to report on all activities undertaken by the ACTU in delivery of the grant in each reporting period.</p> <p>This will include reporting on:</p> <ul style="list-style-type: none"> • engagements within governance structures across the workplace relations portfolio • consultations with affiliated networks and members on workplace law reforms • education and training activities. <p>The ACTU references it's experience in regularly reporting to State and Federal Governments on the grants it receives.</p> <p>The ACTU intends to allocate salaries and on-costs for personnel directly employed for the grant activities on an annual basis.</p>	<p>Criteria met.</p>

Criterion 2 Consultative approach			
	<p>What is the organisation's existing approach to bilateral and tripartite consultation, and commitment to meaningful and consistent engagement on workplace relations issues and reforms?</p>	<p>ACTU submits it has been involved in every significant workplace relations issue and reform since it was established in 1927.</p> <p>The ACTU submits it has a longstanding commitment to tripartism, by engaging constructively with Government and business peak organisations to provide a voice for working people.</p> <p>By way of example, the ACTU referred to dedicating significant resources to participation in the 2022 Jobs and Skills Summit, including reaching agreements with employer representatives on a range of issues. The ACTU also referenced:</p> <ul style="list-style-type: none"> • participation in the tripartite Committee on Industrial Legislation • engaging constructively with government, for example, under the previous Government the ACTU engaged constructively with the then Minister to identify reforms which could help workers during the COVID pandemic. 	<p>Criteria met.</p>
	<p>How does the organisation maintain consistent engagement with its members and affiliated networks to consult and educate on workplace relations frameworks, including reforms?</p>	<p>The ACTU submits it maintains consistent engagement with affiliates to consult and educate on workplace relations through a series of forums targeting different audiences in unions and workplaces. This includes:</p> <ul style="list-style-type: none"> • regular forums for technical discussions at the Industrial Legislation Committee of the ACTU 	<p>Criteria met.</p>

		<ul style="list-style-type: none"> • regular meetings of trades and labour councils from state and territory governments • regular meetings of National Trade Union secretaries <p>The ACTU provides fact sheets on workplace laws which are accessible to workers, including in relation to rights at work like pay, leave, casual work and coronavirus.</p> <p>The ACTU submits it conducts direct engagement with workers through an email list with significant coverage, as well as operating the ACTU Trade Union Institute which employs educators to provide specific education and training about industrial relations laws and law reform.</p>	
	<p>What areas has the organisation indicated where inefficient resourcing impedes meaningful engagement in bilateral and tripartite structures, and which grant funding might support?</p>	<p>The ACTU submits that the change in Government has resulted in a requirement for education and training in relation to:</p> <ul style="list-style-type: none"> • new reforms, and • to facilitate engagement with government consultative processes. <p>The ACTU employs staff experts in education, communication, policy development and industrial work. The ACTU submits that these staff are fully occupied in delivering this work, which leads to highly stretched resources in peak reform periods.</p> <p>The ACTU indicates that it requires additional resources in order to deliver on the above.</p>	<p>Criteria met.</p>

<p>Criterion 3 Capacity to deliver activities to support productivity, education and training for members</p>			
	<p>What areas has the organisation indicated where activities will address the needs of their members, including assisting them to implement current and new workplace laws?</p>	<p>The ACTU noted the scale of the Secure Jobs and Better Pay Reform agenda and that reforms must be properly understood and expeditiously implemented.</p> <p>The ACTU identified employer and employee representative support as imperative to support the necessary education and understanding of reforms amongst employers and employees.</p> <p>The ACTU also identified the need to engage with affiliates and members about the policy reform agenda through a range of existing, expanded and new fora to support coordinated engagement in government processes around policy development and implementation.</p> <p>With the resources provided under this grant, the ACTU proposes to deliver broad education and information about the new laws and regulations, and provision of written resources fee-free to unions and their members.</p>	<p>Criteria met.</p>

	<p>How has the organisation demonstrated experience in the development and delivery of productivity, education and training activities?</p>	<p>The ACTU demonstrates experience in the development and delivery of productivity, education and training activities through the Trade Union Training Authority and The Union Education Foundation, including:</p> <ul style="list-style-type: none"> • Organising Works, Advocacy Skills, and Bargaining Skills programs • Management of resources provided under the previous Productivity Education and Training Fund to deliver 835 separate courses to 16,693 participants <p>The ACTU noted that this PET Fund grant would support the ongoing delivery of previously funded courses related to communication, advocacy, bargaining and negotiation, building healthy workplace culture, work health and safety, developing workplace leaders, handling grievances in the workplace, indigenous leadership development, mental health in the workplace, social media skills, participating in parliamentary processes, and union governance.</p>	<p>Criteria met.</p>
	<p>How has the organisation outlined access to personnel with the right expertise and experience, including management and technical staff?</p>	<p>The ACTU in its submission outlined that all staff are employed in accordance with competitive processes pursuant to its collective agreement, which results in high quality, diverse staff with a wide range of experience.</p> <p>The ACTU submits it employs experienced managers, educators, course designers, industrial officers and communications staff which will facilitate delivery of the grant activities. Further, the</p>	<p>Criteria met.</p>

		ACTU has four elected officers, and an elected Executive of representatives from affiliates and state and territory trades and labour councils.	
Criterion 4 Alignment with eligible expenditure			
	How has the applicant outlined proposed grant activities and demonstrated an alignment with eligible expenditure as detailed in section 5.2 Eligible Expenditure?	<p><i>Eligible expenditure items are:</i></p> <ul style="list-style-type: none"> ▪ <i>Salaries and on-costs for personnel directly employed for eligible grant activities. This should be calculated on a pro-rata basis relative to their time commitment.</i> ▪ <i>Costs related to recruiting or contracting specialist staff directly related to the grant activities.</i> ▪ <i>Contractor costs for eligible grant activities.</i> ▪ <i>Costs of developing and delivering programs, workshops, professional development, forums and courses, surveys, meetings and other activities designed to seek feedback from members on (including travel costs for key participants and cost of equipment used to deliver training).</i> ▪ <i>Domestic travel limited to the reasonable cost of accommodation and transportation required to participate in agreed tripartite governance structures in Australia.</i> ▪ <i>Costs of developing and running communication campaigns and education initiatives relating to current laws or workplace reforms.</i> 	Criteria met.

		<ul style="list-style-type: none"> ▪ <i>Data collection and publication, including designing and implementing surveys, analysis of survey results and reporting.</i> ▪ <i>Internal grant administration and project related costs, including auditing, bi-annual and annual reporting, and associated costs such as general expenses.</i> <p>NOTE: Check that grant money is not being used for:</p> <ul style="list-style-type: none"> ▪ purchase of land ▪ major capital expenditure ▪ covering prospective or retrospective costs ▪ costs incurred in the preparation of a grant application or related documentation ▪ subsidy of general ongoing administration, such as electricity, phone and rent ▪ major construction/capital works ▪ overseas travel ▪ activities for which other Commonwealth, state, territory or local government bodies have primary responsibility. <p>ACTU's proposed activities include:</p> <ul style="list-style-type: none"> • salaries and on-costs for personnel directly employed for the grant activities • ACTU attendance and preparation for Government and department facilitated consultations 	
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		<ul style="list-style-type: none"> • Consultation and engagement with trade unions, including by convening meetings • Establish and convene working groups of key trade union representatives to consult on legal and policy advice in relations to specific areas of government reform • Produce and disseminate updates to trade unions and their members on developments in tripartite policy discussions • Designate a key contact person for policy discussions with Government <p>Each of these activities is demonstrated as being an eligible expenditure item.</p>	
	<p>What is the applicants proposed approach to engaging with eligible expenditure items, including recruitment processes, approach to communications strategies, and format and frequency of engagement with members and affiliated networks?</p>	<p>The ACTU submits it employs experienced managers, educators, course designers, industrial offices and communications staff which will facilitate delivery of the grant activities.</p> <p>Regarding recruitment processes, the ACTU in its submission outlined that all staff are employed in accordance with competitive processes pursuant to its collective agreement, which results in high quality, diverse staff with a wide range of experience. The ACTU proposes expenditure relating to salaries and on-costs for personnel directly employed in delivering and supporting grant activities, on a pro-rata basis relative to their time commitment. The ACTU anticipates costs will be incurred relating to:</p>	<p>Criteria met.</p>

		<ul style="list-style-type: none"> • Developing and delivering meetings and other activities designed to seek feedback from members, including travel costs for key participants and cost of equipment used to deliver training • Developing and delivering programs, workshops, professional development, forums and courses • Travel costs associated with participation in agreed tripartite governance structures • Internal grant administration and project related costs, including auditing, bi-annual and annual reporting, and associated costs. <p>Regarding proposed approach to communications the ACTU anticipates requiring expenditure for:</p> <ul style="list-style-type: none"> • Developing communications and education initiatives relating to the current laws or workplace reforms • Data collection and publication, analysis of survey results and reporting <p>The proposed approach to format and frequency of engagement with members and affiliated networks includes:</p> <ul style="list-style-type: none"> • Convening a minimum of 3 meetings of senior trade union representatives to consider, develop and inform responses to government policy • Convening a minimum of three discussions of a leadership group of key affiliate 	
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		<p>representatives to guide the collection of trade union input into government policy</p> <ul style="list-style-type: none"> • Convening a minimum of three discussions of State and Territory Trades and Labour Councils to guide the collection of trade union input into government policy 	
	<p>What grant activities has the applicant indicated align with eligible expenditure which could be improved through additional contributions via existing resources within their organisation?</p>	<p>The ACTU submits it will use existing and additional fora to consult with union leadership and workers to support engagement in policy development. These fora have been established in response to demands from ACTU affiliates and members to support coordinated engagement in government processes around policy development and implementation.</p> <p>The ACTU noted that this PET Fund grant would support the ongoing delivery of previously funded courses related to communication, advocacy, bargaining and negotiation, building healthy workplace culture, work health and safety, developing workplace leaders, handling grievances in the workplace, indigenous leadership development, mental health in the workplace, social media skills, participating in parliamentary processes, and union governance.</p>	<p>Criteria met.</p>

From: s 22(1)
To: s 22(1)
Cc: s 22(1)
Subject: RE: For Action: SAP summaries of Grant application assessments - PET Fund [SEC=OFFICIAL]
Date: Monday, 24 April 2023 10:27:10 AM
Attachments: image001.jpg

Thanks s 22(1) for these comprehensive reports.

I agree that these reports accurately reflect the panels discussion and information in the applications. Please take this email as my agreement and signature to all of the attached individual assessments.

Appreciate if you can do a final quality assurance of the reports, there are some minor grammatical and spelling errors.

Many thanks

s 22(1)

s 22(1)

Director (A/g), Tripartite Policy & Consultation
Workplace Relations Consultation Branch
Safety and Industry Policy Division
Australian Government Department of Employment and Workplace Relations
Phone s 22(1)
dewr.gov.au

From: s 22(1)
Sent: Friday, 21 April 2023 10:31 AM
To: s 22(1)
Cc: s 22(1)
Subject: For Action: SAP summaries of Grant application assessments - PET Fund [SEC=OFFICIAL]
Importance: High

Good morning colleagues

Please find attached the consolidated summaries of each of the four PET Fund applications, following Wednesday’s Selection Advisory Panel meeting.

I have consolidated written comments from the panel, and added additional notes from the meeting where necessary.

If you are happy with the comments in the attached, **please sign off each report** – there is a space at the bottom of each for your signature. These will be attached to the covering brief for the delegate to consider.

If you have any questions or require edits, please let me know.

Please return these to me **by Midday on Monday 24 April 2023**. If you require more time, please let me know.

Many thanks for your assistance in this process.

s 22(1)

Assistant Director

Workplace Relations Consultation Branch
Safety and Industry Policy Division
Australian Government Department of Employment and Workplace Relations
Phone s 22(1)
s 22(1)

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

From: s 22(1)
To: s 22(1)
Subject: RE: For Action: SAP summaries of Grant application assessments - PET Fund [SEC=OFFICIAL]
Date: Friday, 21 April 2023 11:00:49 AM
Attachments: Grant Assessment Team - ACTU Assessment Summary 19 April 2023.docx
image001.jpg

Hi s 22(1)

Thanks so much for your work on these.

Reports signed by me are **attached**.

s 22(1)

Director (A/g), Tripartite Policy & Consultation

Workplace Relations Consultation Branch
Safety and Industry Policy Division
Australian Government Department of Employment and Workplace Relations
Phone s 22(1) | Mobile s 22(1)
dewr.gov.au

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Assistant Director

Workplace Relations Consultation Branch
Safety and Industry Policy Division
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Phone s
s 22(1)

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PET Fund Grant Assessment Process

Name: Australian Council of Trade Unions

Funding requested: \$2,301,135.00 (\$767,045.00/year over three years)

BACKGROUND: Established in 1927, the Australian Council of Trade Unions is the peak body for Australian unions, made up of 38 affiliated unions who together represent about 1.8 million workers and their families.

Guidance	Commentary (including references)	Assessment Results
Eligibility		
<p>To be eligible to receive a grant, the Applicant must be one of the following invited organisations:</p> <ul style="list-style-type: none"> ▪ The Australian Council of Trade Unions (ACTU) ABN 67 175 982 800 ▪ Australian Industry Group (Ai Group) ABN 81 632 926 099 ▪ Australian Chamber of Commerce and Industry (ACCI) ABN 85 008 391 795 ▪ The Business Council of Australia (BCA) ABN 75 008 483 216 ▪ Council of Small Business Organisations Australia (COSBOA) ABN 43 008 597 304 	<p>New Grant recipient through Community Grants Hub and applying as a trustee on behalf of trust and have provided evidence through a trust deed (Union Education Foundation of Australia) and has provided its trustee incorporation number.</p> <p>The Applicant is the Australian Council of Trade Unions (ACTU) ABN 67 175 982 800</p>	<p><i>Criteria met</i></p>

Assessment

Overall consideration of Value for Money

<p>How do the grant activities represent value with relevant money in the context of the objectives and outcomes of the grant opportunity?</p>	<p>NOTE: <i>The expected outcomes of the PET Fund grant program are:</i></p> <ul style="list-style-type: none"> ▪ <i>To support and increase engagement by employers’ and workers’ representatives, and their members, through enhanced tripartite governance structures across the workplace relations portfolio. This will include more active advice and consultation roles on possible future reforms;</i> ▪ <i>To enable recipients to develop and implement workplace productivity, education and training initiatives to support their members to engage in law reform processes; and</i> ▪ <i>To encourage take up of current and new laws in their workplaces, and to monitor and provide feedback regarding the implementation of law reforms.</i> <p>The ACTU’s application outlines how eligible grant activities will be conducted to achieve the overarching PET Fund objectives of supporting and increasing engagement through bilateral and tripartite structures. The ACTU also links how education and training initiatives will facilitate the implementation of workplace reforms.</p> <p>The ACTU’s application sufficiently demonstrates how grant funding will be used to support the ACTU to use existing and additional fora to consult with unions and workers to support engagement in policy development.</p> <p>These activities, with their focus on achieving outcomes for workers, represent value for money in achieving the grant objectives.</p>	<p><i>Criteria met</i></p>
<p>How do the grant activities add value by achieving something worthwhile that would not occur without the grant?</p>	<p><i>For example, consider any budget provided, any outline of how services would be efficiently delivered, any collaboration with other organisations to provide services, and/or leveraging off existing infrastructure within the organisation to achieve the grant’s expected outcomes.</i></p>	<p><i>Criteria met</i></p>

The ACTU has outlined how it will ensure high quality legal and policy advice through a program of consultative forums and meetings that will be convened to review detailed drafts and provide policy input by members and affiliates to inform policy and representations in government discussions.

The ACTU submits it will ensure high quality, relevant and useable education and training are provided to working people regarding the government's workplace relations reform agenda, particularly in respect of changes to the Fair Work Act. The ACTU proposes to do this by:

- Development and delivery to trade unions of broad education and information about new laws and regulations, and
- Provision of 2 written resource guides fee-free to trade unions.

While the ACTU has identified these two priority areas in consultation with union leaders, they note this work could be considerably extended to meet identified needs should more funding become available.

The ACTU has explained how the proposed legal and policy advice and education and training will achieve the objectives of the PET fund, and how the grant is expected to contribute to the grant activities by way of eligible expenditure.

<p>Consider the relevant financial and non-financial costs and benefits of the grant activities including, as applicable:</p> <ul style="list-style-type: none"> ▪ quality of the activity ▪ fitness for purpose of achieving grant objectives ▪ applicant’s relevant experience and performance history 	<p><i>For example, consider if the proposal builds on existing service delivery models or current activities delivering proven outcomes, leverages well established existing services and networks or applies innovation to harness new and emerging technology</i></p> <p>The ACTU has explained how the proposed legal and policy advice and education and training will achieve the objectives of the PET fund, and how the grant is expected to contribute to the grant activities by way of eligible expenditure. The ACTU links the program of meetings to the grant objective of increased engagement, advice and consultation roles on possible future reforms.</p> <p>The ACTU has linked the provision of education and training to the grant objective of developing and implement workplace productivity, education and training initiatives to support their members to engage in law reform processes. It is noted that this focus on education and training to unions and workers to support implementation of reforms is unique to the ACTU’s application and would not be met by activities by other applicants.</p> <p>The ACTU has referred to its experience and performance history in the development and delivery of productivity, education and training activities. The financial and non-financial benefits of this grant supporting ongoing delivery of these previously funded courses has been considered.</p>	<p><i>Criteria met</i></p>
<p>Criterion 1 - Organisational profile</p>		
<p>How has the applicant demonstrated an intimate understanding by their organisation of current workplace relations frameworks?</p>	<p>The ACTU submit that an intimate understanding of current workplace relations frameworks is demonstrated by:</p> <ul style="list-style-type: none"> • Representation of the interests of workers in the annual wage review • Engagement with the Fair Work Commission in matters of policy and practice • Engagement with Government and parliament in the development of policy and legislation. <p>The ACTU emphasises that it works with affiliated trade unions in the workplace relations system who themselves operate across state and federal workplace relations regimes.</p>	<p><i>Criteria met</i></p>

	<p>The ACTU also demonstrates familiarity with the Government’s policy objectives to get wages moving and secure jobs.</p>	
<p>How does the organisation monitor, assess and contribute to future outlooks in the workplace relations space?</p>	<p>The ACTU submit that they talk directly with working people through their unions to assess future outlooks in the workplace relations space from the perspective of workplace relations impact on work and workers.</p> <ul style="list-style-type: none"> • This regular engagement is through affiliated unions, with meetings hosted by the ACTU attended by affiliates, and meetings held by affiliates attended by the ACTU. <p>The ACTU monitors and assesses future outlooks through engagement with academic and non-academic researchers to engage with deeper and broader policy debates and analysis. This information is often publicly disseminated.</p> <p>The ACTU demonstrated its contribution to future outlooks in the workplace relations space by referencing both its participation at Trade Union Conferences, the National Press Club and other for a, as well as the release of policy papers in the lead up to the 2022 Jobs and Skills Summit, including:</p> <ul style="list-style-type: none"> • An economy that works for people • Skilling the nation • Secure jobs for a safer climate • Delivering Equity for Women at Work 	<p><i>Criteria met</i></p>
<p>What are the organisation’s affiliated networks and breadth of interests their organisation supports?</p>	<p>The ACTU is the peak body for Australian unions, made up of 38 affiliated unions who together represent about 1.8 million workers. The ACTU’s role as a peak body is to co-ordinate union activity, represent workers at government and non-government forums, and to provide industrial and policy support. The ACTU has an elected executive of representatives from affiliates and state and territory trades and labour councils.</p> <p>The ACTU outlined a breadth of interests supported by their organisation, including better job security, pay and conditions, rights at work, healthier and safer workplaces, and a fairer and more equal society.</p>	<p><i>Criteria met</i></p>

<p>What is the organisation’s proposed approach to meeting grant funding obligations related to progress reporting of grant funding expenditure and consultative outcomes?</p>	<p>The ACTU intends to report on all activities undertaken by the ACTU in delivery of the grant in each reporting period.</p> <p>This will include reporting on:</p> <ul style="list-style-type: none"> • engagements within governance structures across the workplace relations portfolio • consultations with affiliated networks and members on workplace law reforms • education and training activities. <p>The ACTU references its experience in regularly reporting to State and Federal Governments on the grants it receives.</p> <p>The ACTU intends to allocate salaries and on-costs for personnel directly employed for the grant activities on an annual basis.</p>	<p><i>Criteria met</i></p>
<p>Criterion 2 - Consultative approach</p>		
<p>What is the organisation’s existing approach to bilateral and tripartite consultation, and commitment to meaningful and consistent engagement on workplace relations issues and reforms?</p>	<p>ACTU submits it has been involved in every significant workplace relations issue and reform since it was established in 1927.</p> <p>The ACTU submits it has a longstanding commitment to tripartism, by engaging constructively with Government and business peak organisations to provide a voice for working people.</p> <p>By way of example, the ACTU referred to dedicating significant resources to participation in the 2022 Jobs and Skills Summit, including reaching agreements with employer representatives on a range of issues. The ACTU also referenced:</p> <ul style="list-style-type: none"> • participation in the tripartite Committee on Industrial Legislation • engaging constructively with government, for example, under the previous Government the ACTU engaged constructively with the then Minister to identify reforms which could help workers during the COVID pandemic. 	<p><i>Criteria met</i></p>

<p>How does the organisation maintain consistent engagement with its members and affiliated networks to consult and educate on workplace relations frameworks, including reforms?</p>	<p>The ACTU submits it maintains consistent engagement with affiliates to consult and educate on workplace relations through a series of forums targeting different audiences in unions and workplaces. This includes:</p> <ul style="list-style-type: none"> • regular forums for technical discussions at the Industrial Legislation Committee of the ACTU • regular meetings of trades and labour councils from state and territory governments • regular meetings of National Trade Union secretaries <p>The ACTU provides fact sheets on workplace laws which are accessible to workers, including in relation to rights at work like pay, leave, casual work and coronavirus.</p> <p>The ACTU submits it conducts direct engagement with workers through an email list with significant coverage, as well as operating the ACTU Trade Union Institute which employs educators to provide specific education and training about industrial relations laws and law reform.</p>	<p><i>Criteria met</i></p>
<p>What areas has the organisation indicated where inefficient resourcing impedes meaningful engagement in bilateral and tripartite structures, and which grant funding might support?</p>	<p>The ACTU submits that the change in Government has resulted in a requirement for education and training in relation to:</p> <ul style="list-style-type: none"> • new reforms, and • to facilitate engagement with government consultative processes. <p>The ACTU employs staff experts in education, communication, policy development and industrial work. The ACTU submits that these staff are fully occupied in delivering this work, which leads to highly stretched resources in peak reform periods.</p> <p>The ACTU indicates that it requires additional resources in order to deliver on the above.</p>	<p><i>Criteria met</i></p>

Criterion 3 - Capacity to deliver activities to support productivity, education and training for members

<p>What areas has the organisation indicated where activities will address the needs of their members, including assisting them to implement current and new workplace laws?</p>	<p>The ACTU noted the scale of the Secure Jobs and Better Pay Reform agenda and that reforms must be properly understood and expeditiously implemented.</p> <p>The ACTU identified employer and employee representative support as imperative to support the necessary education and understanding of reforms amongst employers and employees.</p> <p>The ACTU also identified the need to engage with affiliates and members about the policy reform agenda through a range of existing, expanded and new fora to support coordinated engagement in government processes around policy development and implementation.</p> <p>With the resources provided under this grant, the ACTU proposes to deliver broad education and information about the new laws and regulations, and provision of written resources fee-free to unions and their members.</p>	<p><i>Criteria met</i></p>
<p>How has the organisation demonstrated experience in the development and delivery of productivity, education and training activities?</p>	<p>The ACTU demonstrates experience in the development and delivery of productivity, education and training activities through the Trade Union Training Authority and The Union Education Foundation, including:</p> <ul style="list-style-type: none"> • Organising Works, Advocacy Skills, and Bargaining Skills programs • Management of resources provided under the previous Productivity Education and Training Fund to deliver 835 separate courses to 16,693 participants <p>The ACTU noted that this PET Fund grant would support the ongoing delivery of previously funded courses related to communication, advocacy, bargaining and negotiation, building healthy workplace culture, work health and safety, developing workplace leaders, handling grievances in the workplace, indigenous leadership development, mental health in the workplace, social media skills, participating in parliamentary processes, and union governance.</p>	<p><i>Criteria met</i></p>

<p>How has the organisation outlined access to personnel with the right expertise and experience, including management and technical staff?</p>	<p>The ACTU in its submission outlined that all staff are employed in accordance with competitive processes pursuant to its collective agreement, which results in high quality, diverse staff with a wide range of experience.</p> <p>The ACTU submits it employs experienced managers, educators, course designers, industrial officers and communications staff which will facilitate delivery of the grant activities. Further, the ACTU has four elected officers, and an elected Executive of representatives from affiliates and state and territory trades and labour councils.</p>	<p><i>Criteria met</i></p>
<p>Criterion 4 - Alignment with eligible expenditure</p>		
<p>How has the applicant outlined proposed grant activities and demonstrate an alignment with eligible expenditure as detailed in section 5.2 Eligible Expenditure?</p>	<p><i>Eligible expenditure items are:</i></p> <ul style="list-style-type: none"> ▪ <i>Salaries and on-costs for personnel directly employed for eligible grant activities. This should be calculated on a pro-rata basis relative to their time commitment.</i> ▪ <i>Costs related to recruiting or contracting specialist staff directly related to the grant activities.</i> ▪ <i>Contractor costs for eligible grant activities.</i> ▪ <i>Costs of developing and delivering programs, workshops, professional development, forums and courses, surveys, meetings and other activities designed to seek feedback from members on (including travel costs for key participants and cost of equipment used to deliver training).</i> ▪ <i>Domestic travel limited to the reasonable cost of accommodation and transportation required to participate in agreed tripartite governance structures in Australia.</i> ▪ <i>Costs of developing and running communication campaigns and education initiatives relating to current laws or workplace reforms.</i> ▪ <i>Data collection and publication, including designing and implementing surveys, analysis of survey results and reporting.</i> ▪ <i>Internal grant administration and project related costs, including auditing, bi-annual and annual reporting, and associated costs such as general expenses.</i> <p><i>NOTE: Check that grant money is not being used for:</i></p>	<p><i>Criteria met</i></p>

	<ul style="list-style-type: none"> ▪ <i>purchase of land</i> ▪ <i>major capital expenditure</i> ▪ <i>covering prospective or retrospective costs</i> ▪ <i>costs incurred in the preparation of a grant application or related documentation</i> ▪ <i>subsidy of general ongoing administration, such as electricity, phone and rent</i> ▪ <i>major construction/capital works</i> ▪ <i>overseas travel</i> ▪ <i>activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.</i> <p>ACTU's proposed activities include:</p> <ul style="list-style-type: none"> • salaries and on-costs for personnel directly employed for the grant activities • ACTU attendance and preparation for Government and department facilitated consultations • Consultation and engagement with trade unions, including by convening meetings • Establish and convene working groups of key trade union representatives to consult on legal and policy advice in relations to specific areas of government reform • Produce and disseminate updates to trade unions and their members on developments in tripartite policy discussions • Designate a key contact person for policy discussions with Government <p>Each of these activities is demonstrated as being an eligible expenditure item.</p>	
<p>What is the applicant's proposed approach to engaging with eligible expenditure items, including recruitment processes, approach to</p>	<p>The ACTU submits it employs experienced managers, educators, course designers, industrial offices and communications staff which will facilitate delivery of the grant activities.</p>	<p><i>Criteria met</i></p>

communications strategies, and format and frequency of engagement with members and affiliated networks?

Regarding recruitment processes, the ACTU in its submission outlined that all staff are employed in accordance with competitive processes pursuant to its collective agreement, which results in high quality, diverse staff with a wide range of experience. The ACTU proposes expenditure relating to salaries and on-costs for personnel directly employed in delivering and supporting grant activities, on a pro-rata basis relative to their time commitment. The ACTU anticipates costs will be incurred relating to:

- Developing and delivering meetings and other activities designed to seek feedback from members, including travel costs for key participants and cost of equipment used to deliver training
- Developing and delivering programs, workshops, professional development, forums and courses
- Travel costs associated with participation in agreed tripartite governance structures
- Internal grant administration and project related costs, including auditing, bi-annual and annual reporting, and associated costs.

Regarding proposed approach to communications the ACTU anticipates requiring expenditure for:

- Developing communications and education initiatives relating to the current laws or workplace reforms
- Data collection and publication, analysis of survey results and reporting

The proposed approach to format and frequency of engagement with members and affiliated networks includes:

- Convening a minimum of 3 meetings of senior trade union representatives to consider, develop and inform responses to government policy
- Convening a minimum of three discussions of a leadership group of key affiliate representatives to guide the collection of trade union input into government policy

	<p>Convening a minimum of three discussions of State and Territory Trades and Labour Councils to guide the collection of trade union input into government policy</p>	
<p>What grant activities has the applicant indicated align with eligible expenditure which could be improved through additional contributions via existing resources within their organisation?</p>	<p>The ACTU submits it will use existing and additional fora to consult with union leadership and workers to support engagement in policy development. These fora have been established in response to demands from ACTU affiliates and members to support coordinated engagement in government processes around policy development and implementation.</p> <p>The ACTU noted that this PET Fund grant would support the ongoing delivery of previously funded courses related to communication, advocacy, bargaining and negotiation, building healthy workplace culture, work health and safety, developing workplace leaders, handling grievances in the workplace, indigenous leadership development, mental health in the workplace, social media skills, participating in parliamentary processes, and union governance.</p> <p>Specific activities noted include:</p> <ul style="list-style-type: none"> • Salaries and on-costs for personnel directly employed in delivering and supporting grant activities, including contracting specialist staff where required. • Developing and delivering feedback meetings and other activities, including travel and equipment for training. • Developing and delivering programs, workshops, professional development, forums, and courses. • Developing communications and education initiatives relating to the current laws or workplace reforms. • Data collection and publication, analysis of survey results and reporting. • Other travel costs associated in participate in tripartite meetings • Grant administration and project related costs, including auditing, bi-annual and annual reporting, and associated costs 	<p><i>Criteria met</i></p>

Assessment Summary Clearance

Approval signature:

s 22(1)

Officer name & role: s 22(1) Selection Advisory Panel Member

Date: 21/04/2023

Secretariat: s 22(1), Workplace Relations Consultation Branch

Probity Support: Sean Galbraith, Galent Management Consulting

From: s 22(1)
To: s 22(1)
Cc: s 22(1)
Subject: FW: For Action: DUE 12 24/04 - SAP summaries of Grant application assessments - PET Fund [SEC=OFFICIAL]
Date: Monday, 24 April 2023 12:18:30 PM
Attachments: [Grant Assessment Team - ACTU Assessment Summary 19 April 2023.docx](#)
[image001.jpg](#)
Importance: High

Hi s 22(1)

Thank you for preparing these individual assessments following the panel’s shortlisting discussion last week. I agree that the attached documents accurately reflect the panel’s discussion last week about how each of the four applications demonstrated their suitability and met the criteria under the grant.

Please take this email as my agreement and signature to all of the attached individual assessments in my capacity as a panel member.

s 22(1)

A/g First Assistant Secretary
Entitlements Safeguards Division
Assistant Secretary
Fair Entitlements Guarantee Branch
Australian Government Department of Employment and Workplace Relations
Phone s 22(1) | Mobile s 22(1)
dewr.gov.au

From: s 22(1)
Sent: Friday, 21 April 2023 10:31 AM
To: s 22(1)
Cc: s 22(1)
Subject: For Action: DUE 12 24/04 - SAP summaries of Grant application assessments - PET Fund [SEC=OFFICIAL]
Importance: High

Good morning colleagues

Please find attached the consolidated summaries of each of the four PET Fund applications, following Wednesday’s Selection Advisory Panel meeting.

I have consolidated written comments from the panel, and added additional notes from the meeting where necessary.

If you are happy with the comments in the attached, **please sign off each report** – there is a space at the bottom of each for your signature. These will be attached to the covering brief for the delegate to consider.

If you have any questions or require edits, please let me know.

Please return these to me **by Midday on Monday 24 April 2023**. If you require more time, please let me know.

Many thanks for your assistance in this process.

s 22(1)

Assistant Director

Workplace Relations Consultation Branch
Safety and Industry Policy Division
Australian Government Department of Employment and Workplace Relations
Phone s 22(1)
s 22(1)

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.



Australian Government
**Department of Employment
and Workplace Relations**

Minute to: s 22(1)
Subject: Productivity, Education and Training Grant Fund - Selection Advisory Panel Report
Due date: 16 May 2023
From: s 22(1)
Through: N/A
Copy to: s 22(1), Grants and FBP Workplace Relations

Contact: s 22(1)
Phone: s 22(1)

Recommendation(s) – That you:

- 1) **agree** to the Selection Advisory Panel’s (the Panel) recommendation to award all applicants a Productivity Education and Training (PET) Fund grant. agreed / ~~not agreed~~

- 2) **agree** to award the full available grant funding (GST inclusive) over 3 years (2023–24 to 2025–26) to the following applicants:
 - Australian Council of Trade Unions (ACTU) - \$2,784,375 (\$928,125 per year) agreed / ~~not agreed~~
 - s 22(1) agreed / ~~not agreed~~
 - agreed / ~~not agreed~~
 - agreed / ~~not agreed~~

- 3) s 22(1) noted / ~~please discuss~~

Comments: this section is for the clearance officer (First Assistant Secretary)

s 22(1)

Purpose

1. To seek your agreement to the Panel’s recommendations that all applicant organisations be awarded a grant under the PET Fund.
2. The panel agreed that all applicants met the selection criteria as outlined in the PET Fund Grant Opportunity Guidelines (PET Guidelines) (**Attachment A**).
3. In summary, the Panel found that all applicants presented:
 - proposed activities that represent value for money and are directly targeted at achieving the objectives of the PET Fund;
 - expertise and ability to deliver the outcomes for the grant fund with access to suitable networks and resources; and
 - a broad reach of engagement which would not occur, or would not be as effective and impactful, without grant funds.
4. Individual assessment reports for each applicant, as agreed by the Panel, are at **Attachment B**.
5. This process has complied with the Commonwealth Grants Rules and Guidelines 2017 (CGRGs), including the panel undertaking probity training prior to assessment of applications.
6. Under clause 8.4 of the PET Guidelines, your decision is final and not subject to a review or appeals process.
7. Once approved by you, the Australian Government Community Grants Hub team, who administer grants for the Australia Government, requires two weeks to process the applications before funding contracts can be negotiated.
8. The sooner you approve the above recommendations, the sooner the Department can commence Grant Agreement negotiations, noting that 17 May 2023 is the latest date that approval can be given to ensure commencement of activities and a first grant payment in July 2023.

Issues

9. **S 22 (1)**
10. **S 22 (1)**
11. The eligible employee representative (ACTU) will still receive 50 per cent of all available grant funding.
12. **S 22 (1)**
13. **S 22 (1)**
- 14.
- 15.
- 16.

Financial implications

17. Under the PET Guidelines, the Government has announced a total of \$5.57 million GST inclusive (\$5.06 million GST exclusive) over 3 years (\$1,856,250 GST inclusive per year) from 2023-24 to 2025-26.
18. Grant amounts awarded will be up to \$309,375 per year GST inclusive (\$281,250 GST exclusive) over 3 years for employers’ representative applicants and up to \$928,125 per year GST inclusive (\$843,750 GST exclusive) over 3 years for the workers’ representative applicant.

19. **S 22 (1)**

20.

21.

22.

23.

Consultation

- 24. The Workplace Relations Legal Division, Finance and Budget Division (including the Grants Team) have been consulted in preparing this advice.
- 25. The Department of Finance, Australian Government Solicitor and Community Grants Hub (in the Department of Social Services) have been consulted externally.

Summary of attachments

- Attachment A PET Fund Grant Opportunity Guidelines
- Attachment B Selection Advisory Panel Individual Assessments
- Attachment C **S 22(1)**
- Attachment D **S 22(1)**



**Community
Grants Hub**
Improving your grant experience



Organisation Name: Australian Council of Trade Unions

Submission Reference: X9A3S7X3

Application Id: 4-IKGI6L8

Dear [s 22\(1\)](#)

Thank you for applying for the Productivity, Education and Training Fund grant opportunity. On this occasion, your application was successful.

The grant funding is for \$12,531,250.00 (GST exclusive) to provide the services outlined in your application. The funding breakdown is included below:

Application Financial Year	Funding Amount Recommended
2023-2024	\$5,843,750.00
2024-2025	\$5,843,750.00
2025-2026	\$843,750.00

Further information including a Grant Agreement outlining the Terms and Conditions of funding, and a schedule that details the activity will be delivered shortly. We request that you treat this offer as confidential until a grant agreement has been finalised.

It is important that you wait for this information before entering into any new funding arrangements.

We look forward to working with you.

Yours sincerely

Community Grants Hub
26 May 2023



Australian Government

Commonwealth Simple Grant Agreement

between
the Commonwealth represented by
Department of Employment and Workplace
Relations
and
Australian Council of Trade Unions

Grant Agreement

Once completed, this document, together with each set of Grant Details and the Commonwealth General Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth of Australia (the Commonwealth) and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	Australian Council of Trade Unions
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	Unincorporated Association
Trading or business name	Australian Council of Trade Unions
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	67 175 982 800
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	
Registered office (physical/postal)	Level 4, 365 Queen Street, MELBOURNE VIC 3000
Relevant business place (if different)	
Telephone	s 22(1)
Fax	
Email	s 22(1)

The Commonwealth

The Commonwealth of Australia represented by Department of Employment and Workplace Relations
50 Marcus Clarke Street CANBERRA ACT 2610
ABN 96 584 957 427

Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the General Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details

Organisation ID:	4-IKEXA2L
Agreement ID:	4-IOFHO5G
Program Schedule ID:	4-IOFHO5J

A. Purpose of the Grant

The purpose of the Grant is to:

Support implementation of a range of workplace reforms and Jobs and Skills Summit outcomes by strengthening tripartism and constructive social dialogue in the Australian workplace relations system.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Workplace Support program.

Support for employer representatives and unions to improve safety, fairness, and productivity in workplaces - Productivity, Education and Training Fund - 4-IOFHO72

B. Activity

The Activity will support the Grantee to engage within bilateral and tripartite arrangements and with their members and others as appropriate. It is intended to provide certainty that the Grantee will have dedicated resources to engage in the consultation activities associated with the Government's workplace relations reform agenda and to develop new consultative projects or activities, to support their members in relation to development and implementation of current and new workplace laws.

The Grantee will undertake this Activity in adherence to the requirements outlined in the *Workplace Support - Support for employer representatives and unions to improve safety, fairness, and productivity in workplaces – Productivity, Education and Training Fund Grant Opportunity Guidelines*

Activity Work Plan

The detailed deliverables and activities the Grantee will undertake to fulfil this Activity must be provided as part of the Activity Work Plan, to be developed in consultation with, and provided to the Department as specified in Item E. Once mutually agreed the Activity Work Plan will form part of the Agreement. The Grantee is required to report against any performance measures set out in the Activity Work Plan within 30 days of the reporting period ceasing.

The expected outcomes of the Productivity, Education and Training (PET) Fund program are:

- To support and increase engagement by employers' and workers' representatives, and their members, through enhanced tripartite governance structures across the Commonwealth workplace relations portfolio. This will include more active advice and consultation roles on possible future reforms;
- To enable recipients to develop and implement workplace productivity, education and training initiatives to support their members to engage in law reform processes; and
- To encourage take up of current and new laws in their workplaces, and to monitor and provide feedback regarding the implementation of law reforms.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
Activities are completed according to scope, quality, timeframes and budget defined in the Activity Work Plan.	The Department and the Grantee agree that the Activity Work Plan has been completed as specified or, in case of divergence, to a satisfactory standard.

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	Australian Council of Trade Unions	Level 4 365 Queen Street MELBOURNE VIC 3000

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Australia (2016)	Australia

C. Duration of the Grant

The Activity starts on 12 July 2023 and ends on 30 June 2026, which is the **Activity Completion Date**.

The Agreement ends on 31 August 2026 or when the Commonwealth accepts all of the reports provided by the Grantee and the Grantee has repaid any Grant amount as required under this Agreement, which is the **Agreement End Date**.

D. Payment of the Grant

The total amount of the Grant is \$12,531,250.00 excluding GST (if applicable).

A break down by Financial Year is below:

Financial Year	Amount (excl. GST if applicable)
2023-2024	\$5,843,750.00
2024-2025	\$5,843,750.00
2025-2026	\$843,750.00

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the *Banking Act 1959* (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

BSB Number	063-262
Financial Institution	Melbourne Tenancy GD63, 211 La Trobe St CBA
Account Number	10006902
Account Name	Australian Council of Trade Unions

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Full payment of 2023-24 funds	12 July 2023	\$5,843,750.00	\$584,375.00	\$6,428,125.00
Full payment of 2024-25 funds on submission and acceptance of Activity Work Plan Report due 12 August 2024	26 August 2024	\$5,843,750.00	\$584,375.00	\$6,428,125.00
Full payment of 2025-26 funds on submission and acceptance of Activity Work Plan Report due 12 August 2025	26 August 2025	\$843,750.00	\$84,375.00	\$928,125.00
Total Amount		\$12,531,250.00	\$1,253,125.00	\$13,784,375.00

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Activity Work Plan	Output-level detail for the funded Activity negotiated with the Department and captured in an Activity Work Plan as per Item E.2	23 August 2023
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as per Item E.4	12 February 2024
Financial Acquittal Report	Financial Acquittal from 12 July 2023 to 30 June 2024 as per Item E.3	31 July 2024
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as per Item E.4	12 August 2024
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as per Item E.4	12 February 2025
Financial Acquittal Report	Financial Acquittal from 1 July 2024 to 30 June 2025 as per Item E.3	31 July 2025
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as per Item E.4	12 August 2025
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as per Item E.4	12 February 2026
Final Report	A report of outcomes for the funded Activity based on monitoring and data collection methods agreed with between the Parties as per Item E.4	31 July 2026
Financial Acquittal Report	Financial Acquittal from 1 July 2025 to 30 June 2026 as per Item E.3	31 July 2026

E.1 Performance Reports

None Specified

E.2 Activity Work Plan

The Activity Work Plan will be negotiated between the Grantee and us from time to time as agreed by both Parties during the life of the Agreement. Using our Activity Work Plan template it will specify the Activity Details, deliverables, timeframes for delivery and measures of achievement. It may include the Grantee's application a budget or other administrative controls intended to help manage activity risks. Once the Activity Work Plan has been agreed by both Parties it will form part of the Agreement.

E.3 Financial Acquittal Reports

Financial Declaration

A Financial Declaration must be submitted for each financial year funded under this Grant Agreement. A Financial Declaration is a certification from the Grantee stating that funds were spent for the purpose provided as outlined in the Grant Agreement and in-which the Grantee required to declare unspent funds. The Financial Declaration must be certified by your Board, the Chief Executive Officer or one of your officers, with authority to do so verifying that you have spent the funding on the Activity in accordance with the Grant Agreement.

E.4 Other Reports

Activity Work Plan Report

For the purposes of this Agreement, Activity Work Plan Report means a document to be completed by you, on a template or system provided by us. The preferable way to submit the Report would be through the Grant Recipients Services Portal when it becomes available.

The Activity Work Plan Report template asks for progress on requirements in the Activity Work Plan for the reporting period including any compliance requirements.

Final Report

For the purposes of this Agreement, Final Report means a document to be completed by the Grantee.

The Grantee is expected to provide reporting on engagements within governance structures across the workplace relations portfolio, consultations with affiliated networks and members on workplace law reforms, and the specific activities delivered to support productivity, education and training.

The Final Report must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in this Agreement
- identify the total eligible expenditure incurred.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	s 22(1)
Position	General Manager
Business hours telephone	s 22(1)
E-mail	s 22(1)

Commonwealth representative and email address

Business hours telephone	not applicable
E-mail	s 22(1)

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

1. Undertaking the Activity

1.1 The Grantee agrees to undertake the Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the National Redress Scheme (www.nationalredress.gov.au) set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in Material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

3.1 Each Party agrees to notify the other Party of anything reasonably likely to adversely affect the undertaking of the Activity, management of the Grant or its performance of its other requirements under this Agreement.

3.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

3.3 The Commonwealth may, by notice, advise the Grantee of changes to the Agreement that are minor or of an administrative nature provided that any such changes do not increase the Grantee's obligations under this Agreement. Such changes, while legally binding, are not variations for the purpose of clause 7.

4. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

5. Subcontracting

5.1 The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

6. Conflict of interest

The Grantee agrees to notify the Commonwealth promptly of any actual, perceived or potential conflicts of interest which could affect its performance of this Agreement and agrees to take action to resolve the conflict.

7. Variation

This Agreement may be varied in writing only, signed by both Parties.

8. Payment of the Grant

8.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

8.2 The Commonwealth may by notice withhold payment of any amount of the Grant where it reasonably believes the Grantee has not complied with this Agreement or is unable to undertake the Activity.

8.3 A notice under clause 8.2 will contain the reasons for any payment being withheld and the steps the Grantee can take to address those reasons.

8.4 The Commonwealth will pay the withheld amount once the Grantee has satisfactorily addressed the reasons contained in a notice under clause 8.2.

9. Spending the Grant

9.1 The Grantee agrees to spend the Grant for the purpose of undertaking the Activity only.

9.2 The Grantee agrees to provide a statement signed by the Grantee verifying the Grant was spent in accordance with the Agreement.

10. Repayment

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is additional to the requirements of the Activity, the Grantee agrees to repay that amount to the Commonwealth unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by the Commonwealth from subsequent payments of the Grant or amounts payable under another agreement between the Grantee and the Commonwealth.

11. Record keeping

The Grantee agrees to maintain records of the expenditure of the Grant.

12. Intellectual Property

12.1 Subject to clause 12.2, the Grantee owns the Intellectual Property Rights in Activity Material and Reporting Material.

12.2 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

12.3 The Grantee gives the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, publish and adapt Reporting Material for Commonwealth Purposes.

13. Privacy

When dealing with Personal Information in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

14. Confidentiality

The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

15. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

16. Indemnities

16.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

16.2 The Grantee's obligation to indemnify the

Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

17. Dispute resolution

17.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

17.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

17.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

18. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

19. Cancellation for convenience

19.1 The Commonwealth may cancel this Agreement by notice, due to:

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee, which the Commonwealth believes will negatively affect the Grantee's ability to comply with this Agreement.

19.2 The Grantee agrees on receipt of a notice of cancellation under clause 19.1 to:

- (a) stop the performance of the Grantee's obligations as specified in the notice; and
- (b) take all available steps to minimise loss resulting from that cancellation.

19.3 In the event of cancellation under clause 19.1, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable expenses the Grantee unavoidably incurs that relate directly to the cancellation and are not covered by 19.3(a).

19.4 The Commonwealth's liability to pay any amount under this clause is subject to:

- (a) the Grantee's compliance with this Agreement; and
- (b) the total amount of the Grant.

19.5 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee.

20. Survival

Clauses 10, 12, 13, 14, 16, 20 and 21 survive

termination, cancellation or expiry of this Agreement.

21. Definitions

In this Agreement, unless the contrary appears:

- **Activity** means the activities described in the Grant Details.
- **Activity Completion Date** means the date or event specified in the Grant Details.
- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.
- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth General Grant Conditions and any other document referenced or incorporated in the Grant Details.
- **Agreement End Date** means the date or event specified in the Grant Details.
- **Asset** means any item of property purchased wholly, or in part, with the use of the Grant, excluding Activity Material, Intellectual Property Rights and real property.
- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988*.
- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.
- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Commonwealth General Grant Conditions** means this document.
- **Commonwealth Purposes** does not include commercialisation or the provision of the Material to a third party for its commercial use.
- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material or Activity Material.
- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant Details and includes any interest earned by the Grantee on that money once the Grant has been paid to the Grantee.
- **Grantee** means the legal entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Grant Details** means the document titled Grant Details that forms part of this Agreement.
- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under

the *Copyright Act 1968*).

- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Personal Information** has the same meaning as in the *Privacy Act 1988*.
- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details and includes any Existing Material that is incorporated in or supplied with the Reporting Material.

Disclaimer and explanatory notes

Disclaimer

By executing this agreement you agree that you have read and accept this disclaimer, including the explanatory notes on how to duly execute this agreement. You warrant that your identity has been verified, you have legal capacity and authority to enter into this agreement, and you are signing in accordance with all legal instruments that apply to you and/or the legal entity which you represent.

Explanatory notes

- If you are an **individual**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **partnership**, the signatory must be all partners, or one partner with the authority to sign on behalf of all partners receiving the grant. You should be prepared to provide evidence of this authorisation upon request.
- If you are a **proprietary company**, the signatory must be the sole director and company secretary, as required under section 127 of the *Corporations Act 2011* (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary acting as a witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are a **company**, the signatories must be two directors, or one director and one company secretary, as required under section 127 of the *Corporations Act 2011* (Cth). If required by your Constitution, please affix your **company seal** in the presence of two directors, or one director and one company secretary, acting as witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are an **individual trustee of a trust**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date). You must sign in your capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
- If you are a **corporate trustee of a trust**, the signatory must be the sole director and company secretary in the proprietary company, or two directors in the company, or one director and one company secretary in the company, as required under section 127 of the *Corporations Act 2011* (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary in the proprietary company, or two directors in the company, or one director and one company secretary in the company, acting as witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink. The company must sign in its capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required (the witness date must be the same as the signatory date).

Organisation ID:	4-IKEXA2L
Agreement ID:	4-IOFHO5G
Program Schedule ID:	4-IOFHO5J

Signatures

Executed as an Agreement

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Employment and Workplace Relations, 96 584 957 427 in the presence of:

s 22(1)

[Redacted Signature]

s 22(1)

[Redacted Name]

(Name of Departmental Representative)

(Signature of Departmental Representative)

Team Leader

22/06/2023

(Position of Departmental Representative)

s 22(1)

[Redacted Signature]

s 22(1)

[Redacted Name]

(Name of Witness in full)

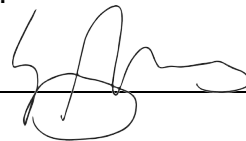
(Signature of Witness)

22/06/2023

Signed for and on behalf of Australian Council of Trade Unions, 67 175 982 800 in accordance with its rules, and who warrants they are authorised to sign this Agreement:

Sally McManus, ACTU Secretary

(Name and position held by Signatory)



(Signature)

22/06/2023

s 22(1)

[Redacted Name]

(Name and position held by second Signatory/Name of Witness)

s 22(1)

[Redacted Signature]

(Signature of second Signatory/Witness)

22/06/2023

G. Supplementary Terms

Organisation ID:	4-IKEXA2L
Agreement ID:	4-IOFHO5G
Schedule ID:	4-IOFHO5J

G1. Other Contributions

Not Applicable

G2. Activity budget

Not Applicable

G3. Record keeping

G3.1 The Grantee agrees to maintain the following records:

- (a) identify the receipt and expenditure of the Grant [and any Other Contributions] separately within the Grantee's accounts and records so that at all times the Grant is identifiable; and
- (b) keep financial accounts and records relating to the Activity so as to enable all receipts and payments related to the Activity to be identified and reported.

G3.2 The Grantee agrees to maintain the records for five years after the Activity Completion Date and provide copies of the records to the Commonwealth representative upon request.

G3.3 Term G3 survives the termination, cancellation or expiry of the Agreement.

G4. Audit and acquittal

Not Applicable

G5. Activity Material

Not Applicable

G6. Access

Not Applicable

G7. Equipment and assets

G7.1 The Grantee agrees to obtain the Commonwealth's prior written approval to use the Grant to purchase any equipment or Asset for \$5,000 (including GST) or more, apart from those listed in the Budget and/or detailed below:

- (a) None Specified.

G7.2 The Grantee agrees to maintain a register of all equipment and Assets purchased for \$5,000 (including GST) or more with the Grant in the form specified below and to provide the register to the Commonwealth upon request.

Item Number	Description	Grant Contributions	Other Contributions - Grantee	Other Contributions – Third Parties	Total Cost
[insert]	[insert description]	[insert amount of]	[insert amount of]	[insert amount of other]	[insert total]

reference	of the equipment or Asset]	Grant contributed to this item]	Grantees own funds contributed to this item]	sources of funding contributed to this item]	amount cost of the item]
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G7.3 The Grantee agrees to use the equipment and Assets for the purposes of the Activity.

G7.4 The Grantee must ensure that it owns any equipment and Assets purchased with the Grant for the purposes of the Activity.

G7.5 The Grantee agrees that the proceeds of any equipment and Assets purchased with the Grant disposed of during the Activity must be treated as part of the Grant and used for the purposes of the Activity.

G8. Relevant qualifications, skills or checks

G8.1 The Grantee agrees to ensure that personnel performing work in relation to the Activity are appropriately qualified to perform the tasks and have the relevant skills and qualifications.

G8.2 The Grantee agrees to comply with all State, Territory and Commonwealth laws relating to the employment or engagement of persons in relation to the Activity, including by obtaining and maintaining all necessary police and other checks in relation to personnel.

G8A. Child Safety

Not Applicable

G9. Activity specific legislation, policies and industry standards

Not Applicable

G9A. Fraud

G9A.1 In this Agreement, Fraud means dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes alleged, attempted, suspected or detected fraud.

G9A.2 The Grantee agrees to ensure that its personnel and subcontractors do not engage in any Fraud in relation to the Activity.

G9A.3 If the Grantee becomes aware of:

(a) any Fraud in relation to the Activity; or

(b) any other Fraud that has had or may have an effect on the performance of the Activity,

the Grantee agrees to report the matter to the Commonwealth and all appropriate law enforcement and regulatory agencies within 5 business days.

G9A.4 The Grantee agrees to investigate any Fraud referred to in clause G9A.3 at its own cost and in accordance with the Australian Government Investigations Standards available at www.ag.gov.au.

G9A.5 The Commonwealth may, at its discretion, investigate any Fraud in relation to the Activity. The Grantee agrees to co-operate and provide all reasonable assistance at its own cost with any such investigation.

G9A.6 This clause survives the termination or expiry of the Agreement.

G10. Commonwealth Material, facilities and assistance

Not Applicable

G11. Jurisdiction

G11.1 This Agreement is governed by the law of the Australian Capital Territory.

G12. Grantee Trustee of a Trust

G12.1 In this clause, 'Trust' means the trust specified in the Parties to the Agreement section of this Agreement.

G12.2 The Grantee warrants that:

(a) it is the sole trustee of the Trust; and

(b) it has full and valid power and authority to enter into this Agreement and perform the obligations under it on behalf of the Trust; and

(c) it has entered into this Agreement for the proper administration of the Trust; and

(d) all necessary resolutions, consents, approvals and procedures have been obtained or duly satisfied to enter into this Agreement and perform the obligations under it; and

(e) it has the right to be indemnified out of the assets of the Trust for all liabilities incurred by it under this Agreement.

END OF SUPPLEMENTARY TERMS