

**Attachment A- QoN EMSQ17 -001553
Departmental Functions**

No	Date	Name of function	Description	List of attendees	Venue	Details of any food served/Entertainment	Details of any wines or champagnes served	Category of costs	Costs (GST inclusive)
1	13/04/2016	Playford Refugee workshop	Bringing together a range of key stakeholders to identify best practise in relation to servicing refugees who are looking for employment and to ascertain avenues for improvement / gaps in service delivery	36 attendees Intended audience, Training providers, Departmental staff, Settlement service	Playford Uniting Church	Morning tea	None	Morning tea	\$440.00
								Total	\$440.00
2	20/04/2016	Wollongong Refugee Workshop	Bringing together a range of key stakeholders to identify best practise in relation to servicing refugees who are looking for employment and to ascertain avenues for improvement / gaps in service delivery	Approximately 50 attendees Intended audience: State and local governments, State training organisations, Departmental staff, Non-government organisations, Settlement service providers, jobactive providers	Venue hire not required	Morning tea	None	Morning tea	\$275.50
								Total	\$275.50
3	22/04/2016	Parramatta Refugee Roundtable	Bringing together a range of key stakeholders to identify best practise in relation to servicing refugees who are looking for employment and to ascertain avenues for improvement / gaps in service delivery	46 attendees Intended audience: Departmental staff, Government agencies, Settlement service providers, Non-government Organisations, Job seekers	Mantra Parramatta	Light lunch	None	room and equipment hire and catering: \$2410 Workshop facilitation	\$2,410.00 \$3,850.00
								Total	\$6,260.00
4	22/04/2016	Logan Refugee Workshop	Bringing together a range of key stakeholders to identify best practise in relation to servicing refugees who are looking for employment and to ascertain avenues for improvement / gaps in service delivery	Approximately 24 attendees Intended audience, jobactive providers, Settlement service providers, Departmental staff, Non-government organisation	Logan Metro Sport Centre	Morning tea	None	Morning tea Venue and equipment hire	\$225.00 \$681.25
								Total	\$906.25
5	27/04/2016	Chamber of Commerce and Industry (CCI) WA Employer Breakfast Perth	To raise employer awareness of jobactive, the benefits of a diverse workforce and identify the barriers to job creation.	80 Attendees - Chamber of Commerce representatives, Jobseekers, Departmental Staff, Employers.	CCI WA meeting rooms	Light breakfast	None	Light breakfast	\$1,584.00
								Total	\$1,584.00
6	17/05/2016	Recruitment and Consulting Services Association (RCSA) Melbourne	Collaboration with Recruitment & Consulting Services Association (RCSA) to improve the connections between the labour hire industry and jobactive and to identify employment opportunities for job seekers.	8 attendees - Departmental staff & RCSA representatives	RSCA meeting rooms	Light lunch	None	Light lunch	\$346.40
								Total	\$346.40

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7	19/05/2016	Recruitment and Consulting Services Association (RCSA) Sydney	Collaboration with Recruitment & Consulting Services Association (RCSA) to improve the connections between the labour hire industry and jobactive and to identify employment opportunities for job seekers.	Approximately 7 attendees Intended audience: Departmental staff & RCSA representatives	Venue hire not required	Light Lunch	None	Light Lunch	\$307.85
								Total	\$307.85
8	31/05/2016	Indigenous Jobs Expo Perth	Opportunity for Indigenous job seekers to talk to employers about current job vacancies, with pre-employment interviews being conducted onsite.	Approximately 450 attendees - Jobseekers, Employers, departmental Staff, jobactive providers.	Novotel Perth Langley	Light lunch Welcome to Country Dance Troup Indigenous Artist	None	Venue Hire Catering Entertainment Entertainment	\$900.00 \$8,000.00 \$400.00 \$550.00 \$1,470.00
								Total	\$11,320.00
9	12/07/2016	NAIDOC Indigenous Networking Lunch	Networking lunch providing an opportunity for employers and jobactive providers to engage with each other to share knowledge of jobactive employment services and employment opportunities.	Approximately 32 attendees, Employers, Departmental Staff, Other agency staff, jobactive providers, Industry representatives.	Novotel, 200 Creek Street, Brisbane	Working lunch - rolls and wraps, 2 hot dishes, fruit, cheese, juice, brewed coffee and tea	None	Venue Hire and catering	\$2,676.00
								Total	\$2,676.00
10	26/08/2016	Wage Subsidy Symposium	Departmental officials met with academics and other stakeholders to discuss research pertaining to wage subsidies in Australia and New Zealand.	Approximately 49 attendees - Departmental staff, Other agencies, Universities, Non-Government Organisations	Novotel Canberra	Tea, coffee and soft drinks Fruit, friands, quiches Salads, cold meats, hot pot, vegetables, bread, cake, Brownies, spinach and feta triangles	None	Room Hire Equipment Hire Catering	\$250.00 \$820.00 \$3,750.00
								Total	\$4,820.00
11	28/11/2016	Hobart Industry Forum and jobactive Practitioners Workshop	Industry Forum and jobactive Practitioner Workshop to support provider better practice, provide an overview of the labour market, job seeker characteristics, employer expectations and promote the upcoming PaTH Programme	116 attendees Intended audience: Departmental staff, Other government agencies, Industry representatives, jobactive providers	HFCC Hobart Pty Ltd	Total Cost: \$3677 (conference package inclusive of venue and equipment hire and catering)	None	Venue Hire, Equipment hire, Morning tea and light lunch	\$3,677.00
								Total	\$3,677.00
12	29/11/2016	Launceston - Industry Forum and jobactive Practitioners Workshop	Industry Forum and jobactive Practitioner Workshop to support provider better practice, provide an overview of the labour market, job seeker characteristics, employer expectations and promote the upcoming PaTH Programme	103 attendees Intended audience: Departmental staff, Other government agencies, Industry representatives, jobactive providers	Tailrace	Morning tea and light lunch	None	Morning tea and light lunch Venue Hire	\$1,315.00 \$520.00
								Total	\$1,835.00

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13	30/11/2016	Burnie Industry Forum and jobactive Practitioners Workshop	Industry Forum and jobactive Practitioner Workshop to support provider better practice, provide an overview of the labour market, job seeker characteristics, employer expectations and promote the upcoming PaTH Programme	75 attendees Intended audience: Departmental staff, Other government agencies, Industry representatives, jobactive providers	Burnie City Council	Morning tea and light lunch	Not Applicable	Morning tea and light lunch	\$479.60
								Venue Hire	\$578.20
								Total	\$1,057.80
14	6/12/2016	Whyalla Employer Breakfast	To provide employers in the Whyalla region with information about government services and support to assist them in running and growing their businesses.	Approximately 100 attendees: Employers, Departmental staff, Local government, jobactive provider	Westlands Hotel	Light breakfast	Not Applicable	Light breakfast	\$3,120.00
								Venue Hire	\$250.00
								Total	\$3,370.00