

67 Brunswick Street
Fitzroy Vic 3065
Ph: (03) 91419 7055
Fax : (03) 9 41 9 0396

FATHER TUCKERS

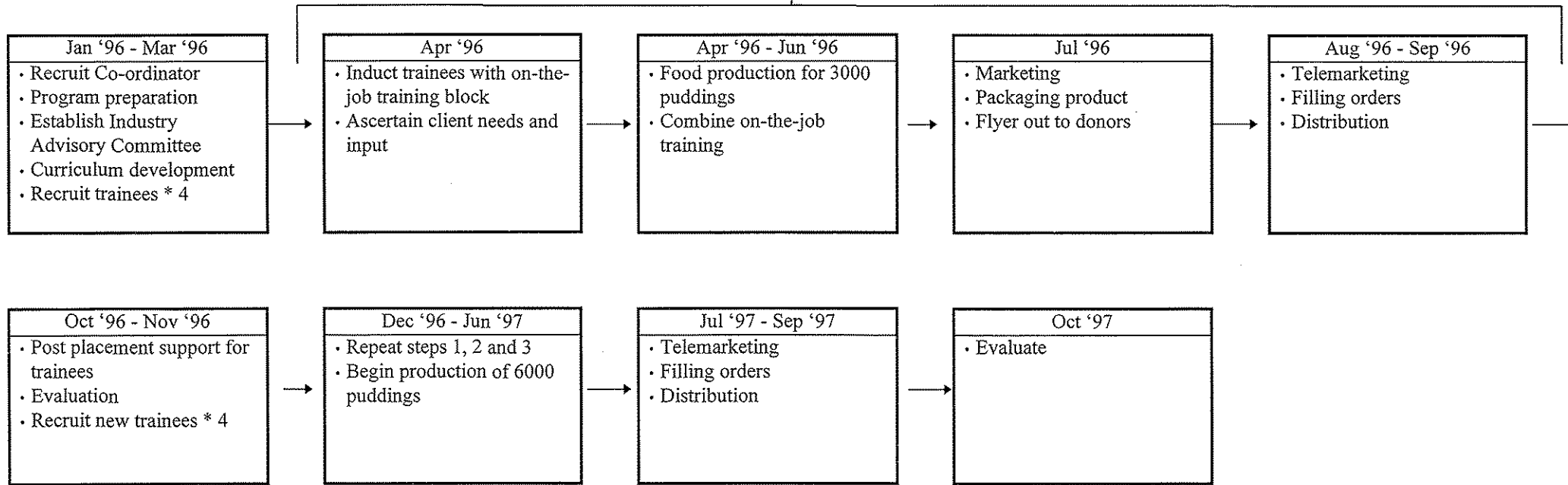
PUDDINGS

APPENDIXES

APPENDIX 1.

**PROGRAM MANAGEMENT TIMEFRAME
FATHER TUCKERS PUDDINGS**

Cycle of Production



NB. Advisory group meets on a monthly basis to monitor program.
 October '97 may be the end of the product or a new batch, with additional products proposed, begin with NTW participants recruited through BSL Group Training Scheme - STEP Inc.

ORDER FORM

Please complete, place in envelope and return to REPLY PAID AAA520
 Brotherhood of St Laurence, Locked Bag 520, Collingwood, Victoria 3066
FREE POST, but your stamp will save us the postage.
 For bulk orders please phone: (03) 9483 1336

Name: _____

Address: _____

p/c

Phone: (h) _____ (w) _____

PAYMENT METHOD:

I enclose my Cheque/Money Order made to

BROTHERHOOD OF ST LAURENCE

or charge to: Bankcard Visa Mastercard

Diners Club American Express



Expiry date: / / Signature _____

ITEM No	QTY	PRICE	TOTAL
Postage and handling			
Donation			
TOTAL			

POSTAGE & HANDLING CHARGES

Up to \$19.99 - \$5

\$20.00 to \$49 - \$7

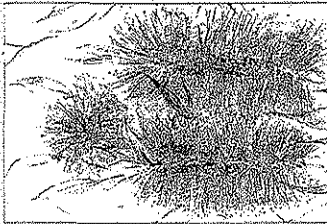
\$50 to \$139 - \$9

Over \$140 - FREE

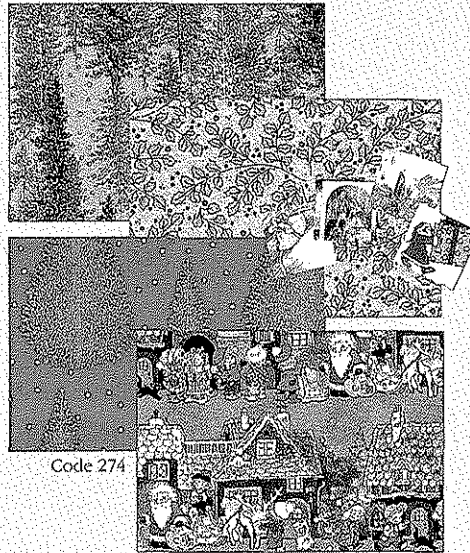
Other items...



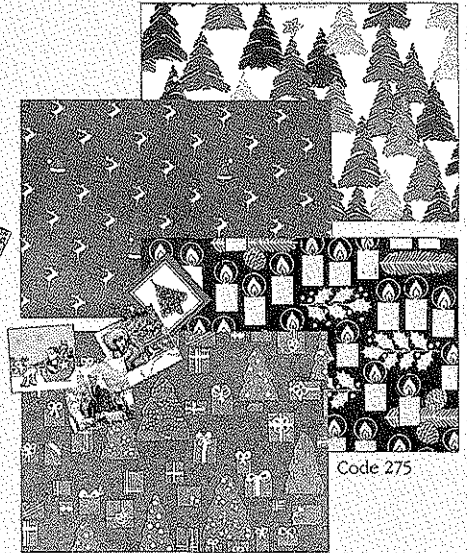
8 Correspondence Cards
 155mm x 110mm \$ 4.95
 with envelopes Code 274



Native Flower Wrap for any occasion
 660 x 500 \$ 4.00 Code 277



Code 274



Code 275

Christmas Wrap, 4 designs each 660 x 500
 with 10 gift cards, 4 match paper 86 x 86 \$ 6.00

*Christmas cards
 1995*



BROTHERHOOD
 BROTHERHOOD OF ST LAURENCE

BROTHERHOOD

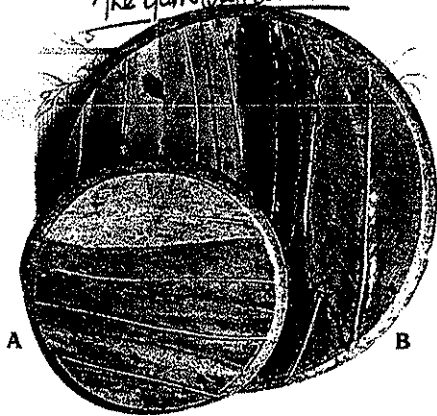
BROTHERHOOD OF ST LAURENCE

1994 Buyers Guide

A great
NEW way
to Shop

P O T S T A N D

The Gum Leaf Collection



Looking For Something Uniquely Australian?

The Gum Leaf Collection, Pot and Teapot Stand. Coated with strong lacquer, long life; resists heat to 90°C. Ideal light weight gift for mailing overseas.

A 4408 Teapot Stand 13cm \$12.95
B 4409 Pot Stand 20cm \$16.95



Porcelain Vase & Frame

What a terrific idea, now you can frame your favourite flowers in a perfect porcelain vase with a grape leaf design. Purest white ceramic frame with a cleverly designed vase for water hidden behind, keeps flowers fresh for days and looks lovely on a mantelpiece, bathroom bench or side table. Size 15 x 9 x 17cm tall.

5536 Porcelain Vase & Frame \$22.00



Pamper your feet this winter!

Therapeutic foot comforters, gives tremendous relief for arthritic, rheumatic and muscular complaints.

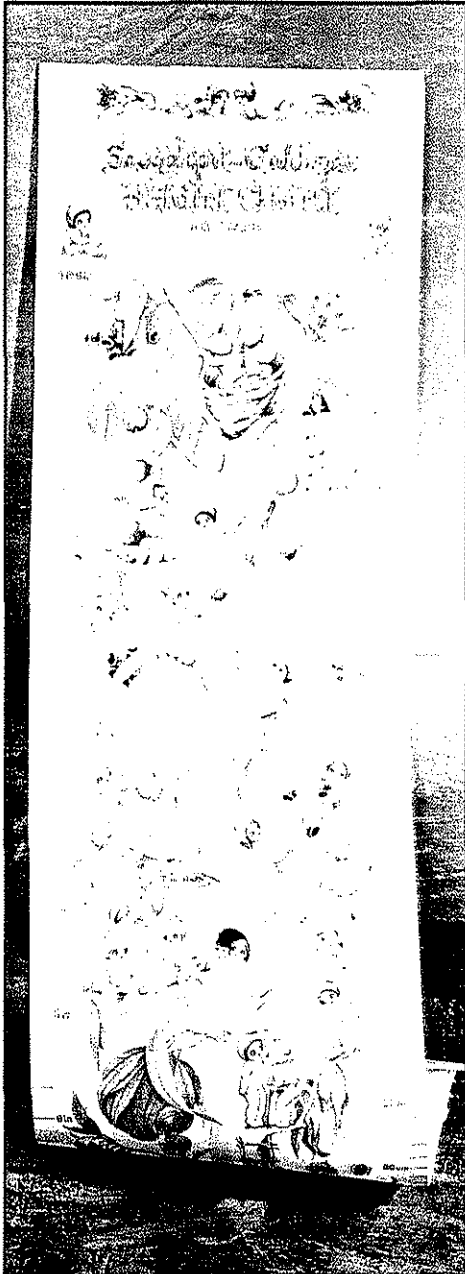
All Australian made. Luxury wool pile.

Shoe Sizes:

Small = 5-6, Med = 7-8, Large = 9-10

5564 Foot Comforter \$19.95

Proceeds from catalogue sales will help Victorians in need



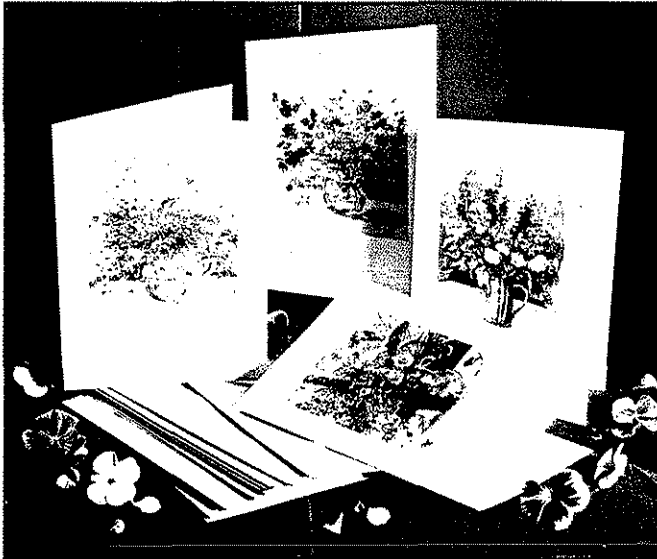
"Watch Me Grow!"

A beautiful May Gibb Height Chart, start measuring your child and watch him/her grow from 61cm high to a tall 145cm. Fascinating design and lots of fun for years.

5546 May Gibbs Height Chart \$8.95

Charming May Gibbs Gift Wrap Pack

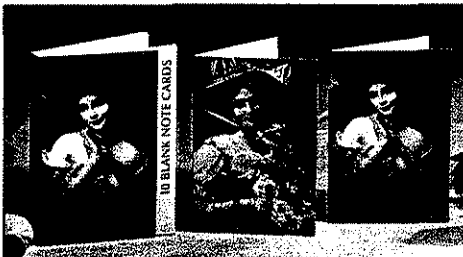
A 'must' to have on hand, all purpose gift wrap. Pack contains five sheets of wrap in different designs/colours and five tags. Made in Australia. Wrap size 700 x 500 mm.
5786 Gumnut Babies Gift Wrap & Tags \$9.95



A delightful card for special moments

Lovely Note Cards, set 8 cards with envelopes, features 4 unique designs each with embossed border. Made in Australia. Size 110 x 155 mm.

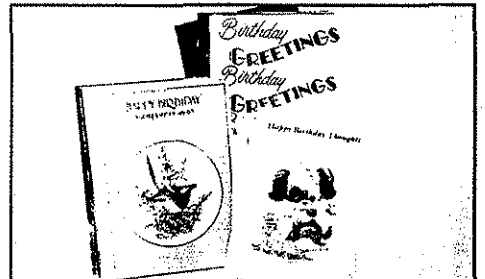
5788 Bouquet Note Card Set \$4.95



Fine Art nostalgic Note Card Set

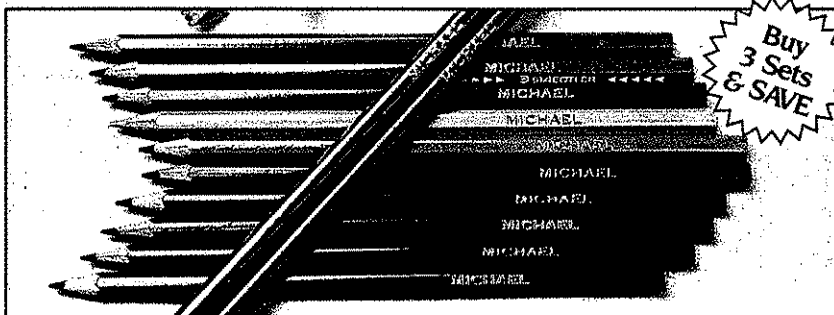
Boxed set 10 cards feature charming prints from the Fine Art Photographic Library. 2 designs, envelopes, size 100 x 150mm.

5547 Fine Art Card Set \$9.95



Super Bargain Card Pack!

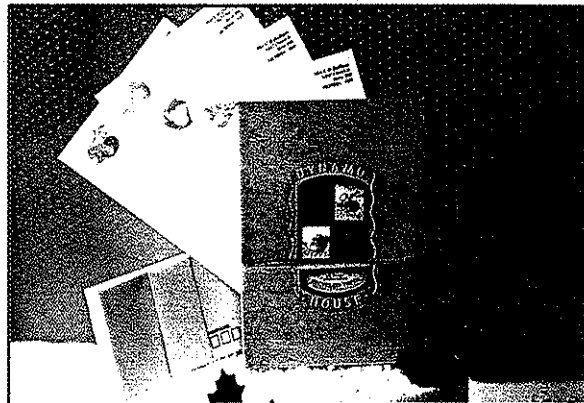
32 assorted birthday cards & envelopes.
5541 Birthday Cards Pack 32 \$10.95
Birthday Cards Pack 32-2 pkts \$16.95
Birthday Cards Pack 32-3 pkts \$23.45



Buy
3 Sets
& SAVE

My pencils have got my name on them!

Australian made Staedtler pencils embossed in gold with your child's name, a winner at school, will be proudly shown to friends and treasured. Packet 12.
5635 Personalised Pencil Set \$12.95 Three or more pkts \$9.95 pkt.



Your Own Personally Printed Stationery

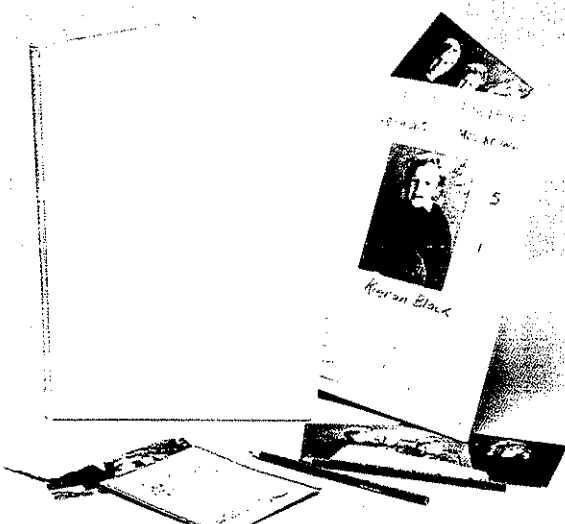
Purchase for a unique, thoughtful gift, and for yourself too. Have your name & address printed at top on recycled stationery, each set contains 25 sheets and 15 envelopes, handsome box for gift giving.

5464 Dolphin 5465 Koala
5466 Wombat 5467 Lyrebird
Buy more than 1 set and save.
1 set @ \$14.95, 2 sets @ \$26.00, 3 sets @ \$38.85

Record Your Child's Schooldays

Lifetime keepsake, 14 pages & pockets to record from Preschool to Year 12. New tough vinyl cover.

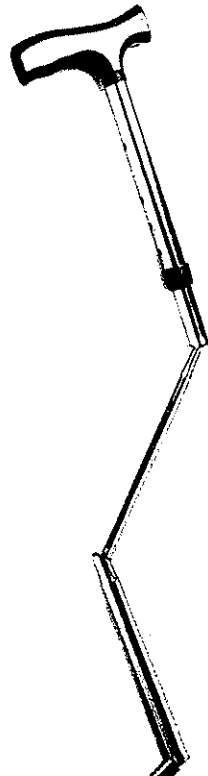
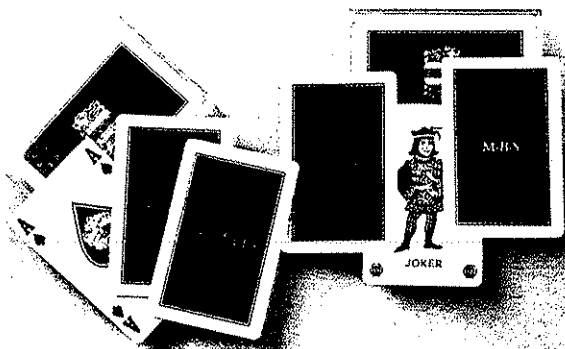
5476 School Days Keepsake \$27.95



'That's my card in your hand'

A terrific gift, personalised playing card sets, in green or red, gold stamped with name or initials, up to 10 characters. 52 card pack in hard plastic case.

5637 Personalised Playing Cards \$13.95



Searched in vain for a Folding Walking Stick?

A Folding Walking Stick is hard to find. Ours is just what the doctor ordered. Strong, attractive metal and wood, folds up for travelling.

5329 Folding Walking Stick \$26.50



Hide your spare house and car keys

Looks just like a small rock in the garden, but actually is a clever hiding place for keys. Solid poly resin, slide out panel. Size 9cm.

5677 Key Rock

\$10.50



Now you can grow a beautiful lawn

Breathe new life into your lawn with new Lawn Aerator sandals. Sturdy hard plastic soles and strong steel spikes, lets the water and air get down to the roots of your lawn for a maximum growth. Adjusts for all shoe sizes, merely strap to your feet and go walking!

5615 Aerator Lawn Sandals

\$31.95



New watercolour Note Card sets

Beautiful Note card sets, a pleasure to send and to receive. Sets include 8 cards and envelopes. Size 155 x 110mm.

A 5654 Hibiscus Spray Note Cards, recycled stock

\$5.90

B 5666 Pansies & Carnations Note Cards

\$4.95

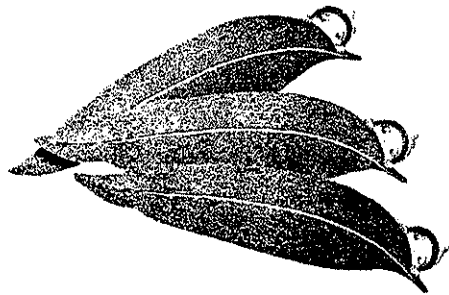
Add a little extra surprise!

Last minute gift idea, Gumnut Baby Bookmarks. Glossy strong card with friendly faces. Size 175 x 45mm.

5592 Gumnut Baby Bookmarks

Packet 5

\$4.95



Plastic coated large print playing cards

5552 Low vision playing cards

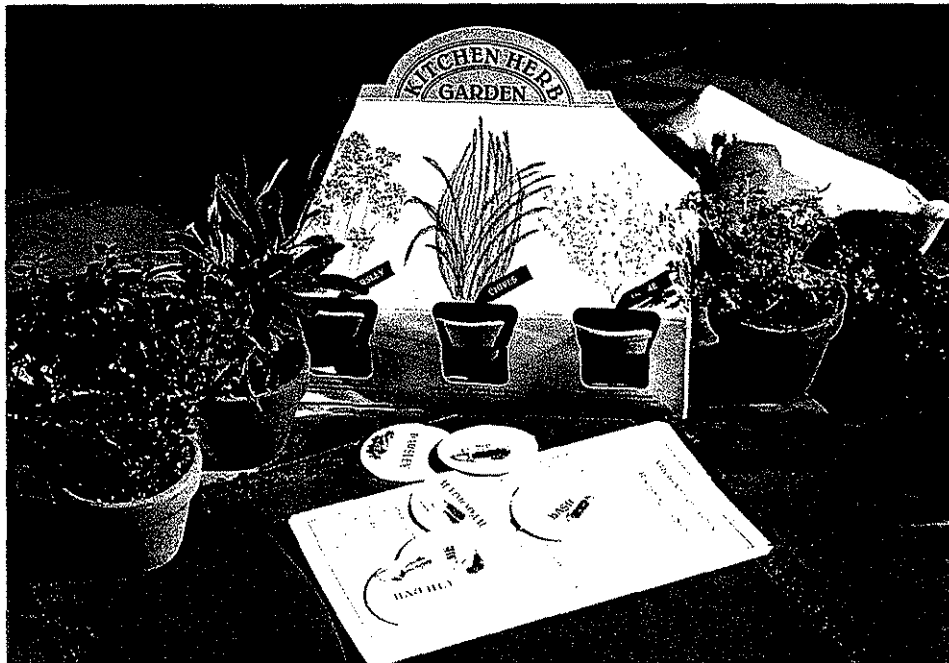
\$6.95



Protect your hands

Garden essentials. 100% leather gloves for tackling bushes and roses, fits men & women.

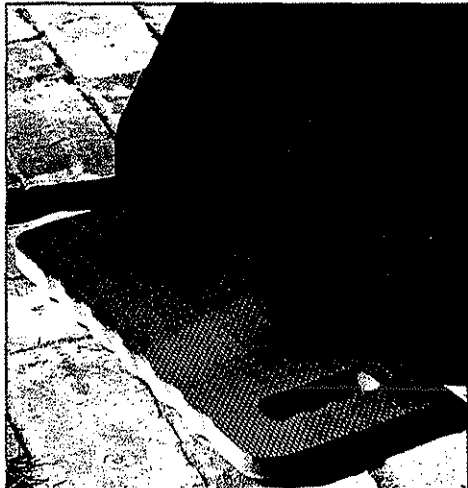
5661 Leather Garden Gloves \$9.95



Add fresh herb flavour to your cooking

Start your own Herb Garden, includes six terracotta pots, special soil and six seed packets.

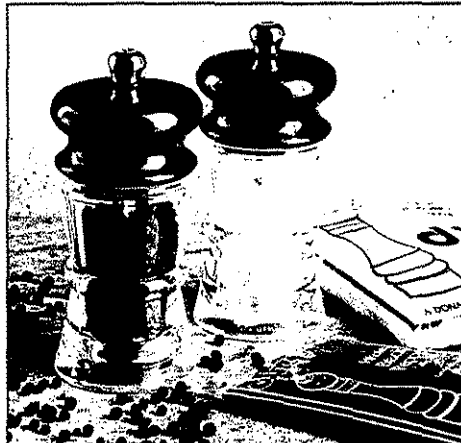
5683 Herb Garden Kit \$19.95



"Oh-my aching knees!"

Kneeling on the hard ground is no fun, now you need never have grubby, sore knees again. Knee Guard, strong, thick and soft, heavy duty foam, many uses.

5533 Knee Guard \$6.95



Heritage green salt & pepper mills

There's nothing like freshly ground salt & pepper, high quality, clear acrylic mills. Price includes FREE rock salt and pepper corns. Height 13cm.

5658 Salt & Pepper Mills \$24.00



Best New Product

Make perfect boiled eggs - in time

New Eggsact times your eggs perfectly, changes colour in the water to show when eggs are soft, medium or hard boiled.

5655 Eggsact Timer \$9.75

Brotherhood of St Laurence 1994 Catalogue Order Form



MAIL

Cheque/Money Order/Credit Cards
Use envelope attached or mail to:
Reply Paid AAA520
Brotherhood of St Laurence
Locked Bag 520
Collingwood Vic 3066



TELEPHONE

Melbourne callers: (03) 419 7055
Mon-Fri 9am-5pm.



FACSIMILE

Credit Cards Only: (03) 417 2691
24 hours 7 days a week

Please advise if address has changed: _____

90688 PM

Mrs Bellow
c/- BSL
FITZROY 3065

Free Gift



The LIFE Calendar

All customers who order goods from the Brotherhood of St Laurence 1994 Buyers Guide will receive FREE this colourful slimline calendar. The Life Calendar, one page for each month, great for recording birthdays and anniversaries, use year after year. Size 345 x 120mm.

Complete the order form below, don't forget to add Postage & Handling

Item No	Description/Colour/Size	Qty	Price	Total

Payment Method

I enclose my cheque/money order, made to Brotherhood of St Laurence.

Bankcard Mastercard Visa

Signature: _____ Expires _____ / _____

Sub Total _____
Postage & Handling _____
Donation _____
TOTAL _____

PERSONALISED STATIONERY

Please print here full details for personalising your stationery set

Name _____

Address _____

Postcode _____

Telephone _____

POST & HANDLING CHARGES

Less than \$25.00	\$4.50
\$25.01 - \$50.00	\$5.00
\$50.01 - \$75.00	\$5.50
\$75.01 - \$100.00	\$6.50
\$100.01 - \$150.00	\$7.00
\$150.01 and over	Free

Detail Personalised Items Here

QTY	ITEM NUMBER	Please Print Clearly the names or initials you require on personalised pencil & playing cards - 18 charc. pencils and 10 charc. cards playing cards.

OUR GUARANTEE

We make every effort to supply goods as illustrated, but occasionally we do have to substitute. If quality of any article fails to give full satisfaction, it will be replaced or payment refunded in full - provided you return it to us within 14 days. We will deal with any complaint quickly and fairly. This guarantee is in addition to your statutory rights. Personalised products cannot be returned unless they are defective or there is an imprinting error on our part.



APPENDIX 3

OUTCOMES OF THE BROTHERHOOD OF ST LAURENCE CHRISTMAS CARD CAMPAIGN

Campaign Year 24/12/93

Breakdown of results	New Donors	Past Donors	All Donors
No of donations	113	608	721
Amount raised	3,702.25	15,118.50	18,820.75
% response	0.26	1.40	1.66
AV response	32.76	24.86	26.10
PROFIT TOTAL	18,820.75		

Campaign Year 24/12/94

Breakdown of results	New Donors	Past Donors	All Donors
No of donations	122	913	1035
Amount raised	6,335.60	22,300.15	28,635.75
% response	0.27	2.09	2.37
AV response	51.93	24.42	27.66
PROFIT TOTAL	11,1104.75		

Campaign Year 24/12/95 (not complete)

Breakdown of results	New Donors	Past Donors	All Donors
No of donations	62	841	903
Amount raised	1,892	23,705.50	25,597.80
% response	0.15	2.03	2.18
AV response	30.52	28.18	28.34
PROFIT TOTAL	25,597.80		

Comment : Above outcomes indicate the continued support of the BSL donor base with overall profits continuing to increase.

APPENDIX 4.

MARKETING

NEED

A strategic approach to product promotion to ensure sales.

Strategy

- Access the Brotherhood of St Laurence Public Affairs unit that has attached to it a graphic artist.
- The overall marketing concept will be the promotion of a high quality product that is environmental sound.
- Included in the product will be an A4 flyer that will talk about the product purchased as well as a message from the Executive Director of the BSL. Father Tuckers Pudding will be known as a Product Advocate as it seeks to provide information in its flyer about the work of BSL.

- Produce a Marketing Action Plan

PRODUCT IMAGE

This product would benefit from the following profile and identity

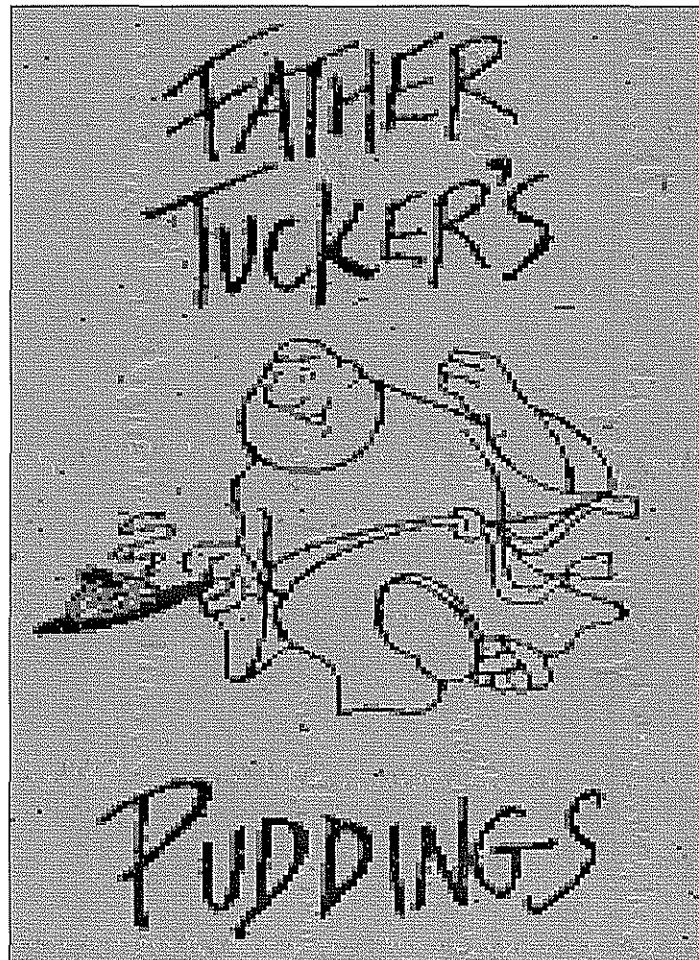
- Should be called Father Tuckers Pudding (as Father Gerald Tucker was responsible for the establishment of the Brotherhood of St Laurence 60 years ago and was a Fryer.)
- Clear identification with the Brotherhood of St Laurence
- Simple packaging that contains the colours dark brown, gold and green and builds on the Father Tucker theme
- A pamphlet that explains how the product was produced and the work of the Brotherhood.

- Please see attached the proposed Father Tucker logo.

APPENDIX 4.

FATHER TUCKERS PUDDING LOGO

The following has been proposed as the draft logo.



APPENDIX 5

INDUSTRY COMMENT

Many local traders were approached to identify industry comment on the proposed project. The following report indicates a prominent trader who is successful in the manufacturing and distribution of Christmas puddings locally and Nationally.

George and Simpson located in East Melbourne, is a leading manufacturer of puddings in our market share. Initially producing the product for local distribution at their cafe in East Melbourne, the company rapidly developed and has a current distribution through many outlets including David Jones and Myers.

We went to speak to them to discuss the feasibility of our proposal, and to see if they might be able to assist us.

PRODUCT FEASIBILITY

"3,000 will be easy to sell. However, think about producing small one person puddings that are labour intensive but a good sell."

TRAINING NEEDS OF PARTICIPANTS

"This product is good for beginners. This is due to the fact that you can't burn a pudding and if you make a mistake, you simply recycle the ingredients back into the next batch. It is labour intensive but not difficult. It provides people with good basic skills."

EMPLOYMENT

"We can't keep up sometimes with the demand. Perhaps we should use some of your trainees to assist us "

INDUSTRY ASSISTANCE

"We are happy to assist you in any way we can. Perhaps we could come down and teach the trainees how to make the puddings. We're happy to do this for free. You might be able to picky back on our purchasing power ? You could use our kitchens but they're in Euroa. We could be industry mentors, we can provide you with as much advice as possible."

George and Simpson have had previous contact with the Brotherhood of St Laurence and know the Executive Director personally. This has assisted us in gaining access to the information. Their willingness to have input into the project will prove to be invaluable should the project be implemented. It would be recommended that they are part of the Industry Advisory Committee, due to their experience and expertise.

Sue, Director of George and Simpson December 1995

APPENDIX 6.

TAFE COMMENT

(William Angless College, Australian champions for 1994 in Pastry Cooking)

William Angless College (Melbourne College of Pastry and Baking) was contacted in order to gain an opinion on the feasibility of this project from a training and product perspective. We also spoke to the College to ascertain their capacity to assist us.

PRODUCT FEASIBILITY

“You will have no problems in selling the proposed puddings. But why not branch out into other lines such as shortbreads, German Christmas cakes, mince tarts etc ?”

TRAINING NEEDS OF PARTICIPANTS

“The College is happy to give you free the current curriculum for relevant modules, assist in the preparation of the training plan and assist to locate a suitably qualified industry person to be the project Co-ordinator. We’re here to help. “

EMPLOYMENT OPPORTUNITIES

“There is an Australian shortage of Pastry chefs. The expansion of the industry is great and we can’t keep up with it. Currently, we export people from overseas to fulfil the demand. “

“With the establishment of Casinos there is an undersupply of qualified skilled staff. The Melbourne casino will appoint 40 Pastry chefs in the near future. “

“Gaining access to skills in this area can provide people with entry points into the following vocations;

Pastry Chef, Bar People, Bread makers, Waiters/Waitress, Chefs/Cooks, Cleaners.

COLLEGE CAPACITY TO ASSIST

Some ideas of support discussed were;

- Trainees doing some of their training at the College
- Storage of puddings (limited number, 1,000)
- Curriculum in pastry provided to us free of charge
- Placement on our Industry Advisory Board
- Assisting program to identify pathways for [participants seeing Pastry Cooking/Bread making as a vocational choice
- Provision of the recipe that the school uses to produce pudding

Andy Stuart , Head of Pastry Cooking 1995

APPENDIX 7
CES COMMENT

Initial conversation with regards to this project was conducted in July 1995. At this point it was felt that the project had great merit and could facilitate the right type of jobs for the right type of participants.

With a change in management we consulted with the local CES again and spoke to the new manager. He indicated in principle agreement with the concept and made the following comments;

“This appears to be a well researched project.”

“I ‘ll be very interested to speak to the area about it “

“In this area any provider who is seeking to facilitate New Work Opportunity schemes in the Hospitality area, we are absolutely wrapped about as many of our participants are seeking access to this industry. “

Adrian Jenkins, Collingwood/Fitzroy CES, December 1995

APPENDIX 8.

PROJECT RESOURCES

The project will require the following resources and this feasibility study will propose strategies to access;

PREPARATION SPACE

The product will need a large preparation area, training space and office space.

- **Strategy**

Millot Hall at the Brotherhood of St Laurence at 67 Brunswick Street was used two years ago as a training space for the Hospitality area. Currently unoccupied, it would be perfect for the training, preparation and office space required.

COOKING FACILITY

This product requires kitchen space, large preparation area, a steam oven, an industrial mixer and other approved facilities.

- **Strategy (recommended)**

The Brotherhood has an industrial kitchen fully equipped at 67 Brunswick Street. This kitchen can be accessed in the hours of 2-5pm each day. Verbal discussion has revealed that this is feasible, at a minimal cost.

- **Strategy 2**

Rent a near by premise to conduct the project. Research identified that there were several redundant cafes and kitchens near the Brotherhood of St Laurence. This part of Fitzroy is harder to relet and thus rental prices are cheaper. At the time of this report a property could be accessed for around \$15,000 per year.

An example of this was : **149 Brunswick Street**

Recently vacated by the Cookie Man. This shop has a huge cooking area at the back with a cafe in the front. The previous owners cooked small cakes and biscuits on wholesale. For the first year of operation you would blacken the windows and operate as a closed shop. Cost ; \$320 per week.

STORAGE SPACE

The puddings require even temperature and appropriately shelving.

- **Strategy**

Utilise some unoccupied space at Brotherhood of St Laurence. At the time of this report the best option would be to occupy the BSL lower Millot Hall space area, or the empty space in the Fundraising section.

- **Strategy Two**

William Angless has indicated that they would be prepared to store up to 500 of the puddings at any one time free of charge. This option would be good if we could negotiate with the school to take an extra amount.

FOOD

The production requires purchasing recipe ingredients. We need to ensure good quality at a reasonable cost.

- **Strategy**

The Brotherhood of St Laurence employs a Purchasing Officer who negotiates with companies for good rates. The Brotherhood has a list of preferred companies and these should be accessed.

- **Strategy 2.**

Alternatively it may be possible to piddy back on a bigger operation such as George and Simpson in the purchasing of the ingredients to improve our purchasing power.

- **Strategy 3**

The Brotherhood is able to attract the good will of many donors. It may be possible to approach companies and access a donated order due to the project brief. The Brotherhood of St Laurence's fundraising section should be notified and assist in seeking donations for this project.

PRODUCT CONTAINERS

The puddings need to be placed in an airtight container.

- **Strategy**

Purchase a Heat Vacuum Seal machine. This will ensure food hygiene and offer a two year shelf life for the product. The machine will cost the project around \$7,000 plus vacuum seal bags.

- **Strategy 2**

For the first two years of operation it may be more reasonable to suggest a couple of good alternatives;

- Use a plastic mould container. We could buy these for around 60 cents. These can be purchased through Betina Plastics, located in Sydney.
- A hand vacuum seal could be purchased for around 100. It would be the cheapest way to do this. This can be located at Com Caterer located at Fitzroy.

PRODUCT PACKAGING

For marketing purposes the product needs to be wrapped in appropriate calico material and decorated .

- **Strategy**

Liaise with the BSL Purchasing Officer to ensure best price. Other producers indicate to us that a maximum cost of \$2.00 per pudding would need to be allocated.

POSTAGE HANDLING AND DISTRIBUTION

Boxes are needed in which the pudding are transported.

A revenue for distribution is also required.

- **Strategy**

Specific boxes will be ordered to cater for this need. There are many companies that can do this.

Normal packaging and handling through Australia post or alternatively the BSL have arrangements with a courier compact that we can access.

The cost of this will be \$5.00. On the order form this will be identified. People will also be able to access the product through other direct means. This is a high quality product and our Fundraising section who sell Christmas cards on a similar concept do not envisage that we will have a problem.

APPENDIX 9.
POSITION DESCRIPTIONS

POSITION : Manufacturing Assistant (food)

REPORTING TO : Project Co-ordinator

LOCATION : Father Tuckers Enterprises
67 Brunswick Street
Fitzroy

KEY OBJECTIVES

1. To assist in the preparation and production of products as directed.
2. To assist in the packaging and handling of food
3. To assist with the promotion and product enquires.
4. To ensure maintenance of Health Standards and conditions in the kitchen as directed.

GENERAL DUTIES

1. Basic food preparation in conjunction with other trainees
2. As instructed undertake cooking tasks
3. Assist in product packaging
4. Undertake all required on the job training
5. Assist in telemarketing and product promotion.

PERSON SPECIFICATION

1. A willingness to participate and learn
2. A desire to work in the Hospitality industry
2. Eligibility to the New Work Opportunity Scheme

DURATION

26 weeks of training and work experience. Hours 9-5pm daily

APPENDIX 9.

POSITION DESCRIPTIONS

POSITION : PROJECT CO-ORDINATOR
FATHER TUCKERS PUDDINGS

REPORTING TO : MANAGER, EMPLOYMENT ACTION CENTRE

LOCATION : 67 BRUNSWICK STREET
FITZROY

KEY OBJECTIVES

PRIMARY RESPONSIBILITIES

1. Supervise and manage the operation of the project and ensure that the product is produced.
2. Oversee the processes of stock control, purchasing, book keeping, quality assurance.
3. Train and supervise the trainees, ensuring learning outcomes for participants.
4. Market and promote the product to maximise income and expand the employment opportunities within the business.

SPECIFIC DUTIES

1. Prepare all ingredients and equipment for production.
2. Ensure high standards of hygiene are kept in the working kitchen.
3. Supervise and train staff to a high industry standard.
4. Develop and maintain processes for ordering supplies, controlling stock movement and with the assistance of the Accountant, keep financial records which reflect the business turn over.
5. Promote the product in consultation with Fundraising.
6. Explore opportunities to develop training and work options for trainees.

PERSON SPECIFICATION

1. Excellent communication customer service skills
2. Proven entrepreneurial ability
3. Proven ability to train and supervise trainees
4. A minimum of five years experience in Pastry cooking or commercial cookery.
5. A desire to assist in the development of employment opportunities for long term unemployed people.

**APPENDIX 10.
RECIPE**

The following recipe has been supplied by the William Angless College. This recipe is used for the production of puddings that the Department distributes.

It is recommended in this report to use this recipe as a base and to produce a sample which would be tested on the market through some research. Variations to the recipe would be appropriate as identified.

*Cake and Sponge Making 2
pg 69.*

FRUIT PUDDINGS

GROUP	INGREDIENT	GRAM	METHOD
1	Cake Margarine Brown sugar Salt Parisienne essence	260 x 0.39 280 x 0.39 5 x 0.39 15 x 0.39	Place group 1 into machine bowl and beat to medium light
2	Egg Pulp	260 x 0.39	Add in several lots , beating well.
3	Bakers flour Sieved Sponge crumbs Nutmeg Mixed Spice Cinnamon Ground Ginger Bi-Carb-Soda	260 x 0.39 200 x 0.39 5 x 0.39 10 x 0.39 5 x 0.39 5 x 0.39 5 x 0.39	Sieve together all but sponge crumbs. Then add everything to machine bowl and mix till smooth and clear, on low speed.
4	Sultanas Currants Raisins Mixed Peel	500 x 0.39 300 x 0.39 385 x 0.39 60 x 0.39	Mix prepared fruit into batter by hand.
	TOTAL WEIGHT	2555	

YIELD : 4 X 600 Gram puddings.
(Conversion into 1kg by dividing the total weight by 1000 = 0.39 and multiplying each weight total)

MIXING OF BATTER:

Points of importance

- Do not make batter to light as this will result in collapse during steaming
- Following scaping down directions, do not overmix

DEPOSITING AND PRE-BAKE FINISHING

Using clean scale plate, place foil on scales with appropriate weights and deposit batter carefully into foil. Smooth off without using water, and place circle of greaseproof paper on top of each pudding.

**APPENDIX 11. (DRAFT SUBMISSION)
INVITATION TO REGISTER - NEW WORK OPPORTUNITIES**

PROJECT TITLE : FATHER TUCKER'S PUDDING
ADDRESS: 67 BRUNSWICK STREET
FITZROY
POSTAL ADDRESS: EMPLOYMENT ACTION CENTRE
109 VICTORIA STREET, FITZROY
POSTCODE: 3065
TELEPHONE NUMBER: (03) 9 419 0888
FAX NO: (03) 9 416
CONTACT NAME: JEREMY McAULIFFE

HAS YOUR ORGANISATION HAD ANY PREVIOUS INVOLVEMENT WITH THIS DEPARTMENTS PROGRAMS

The Employment Action Centre has been operating for eight years and in that time has provided to the community an array of DEET funded programs. This has included the following;

- SkillShare (DYP, Youth Units, Other Employment Related Services, DASU's)
- JobTrain (COS in Retail and Clerical)
- JobSkills
- JobClub
- Options Now
- Accredited Training For Youth (Hospitality and Clerical)
- Special Intervention Program

DOES YOUR PROGRAM HAVE ANY OUTSTANDING OR UNAQUITTED GOVERNMENT FUNDS?

No

HAVE YOU APPLIED FOR FUNDING UNDER ANY OTHER DEET PROGRAMS FOR THIS PROJECT

Yes.

This project will seek SkillShare Enterprise monies to assist in the establishment of the business. DEET provided in 1995, \$2,000 to assist in the undertaking of a feasibility study to investigate the programs merit. Father Tuckers Pudding would be asking for \$15,000 in the first year of operation from this source of funding.

DO YOU HAVE ANY EXPERIENCE IN DEALING WITH PEOPLE WHO HAVE BEEN UNEMPLOYED FOR LONG PERIODS O TIME

The Employment Action Centre has been operating for the last eight years with a focus on assisting unemployed people, with specific emphasis on those experiencing multiple barriers to employment. All staff are fully qualified and experienced in the provision of services to this target group.

GIVE DETAILS HOW THE PROJECT PROVIDES 26 WEEKS WORK EXPERIENCE AND TRAINING FOR JOB COMPACT CLIENTS(STATE THE NUMBER OF PARTICIPANTS)

This project will support and train eight job compact clients over a 15 month period.

The production, packaging and distribution of this product will span over a 26 week period. This includes on the job training and external structured training hours to induct and instruct participants in the identified areas.

PROVIDE AN EXPLANATION OF HOW THE PROJECT PROCESS ADDITIONAL PLACES, NOT SIMPLY REPLACE EXISTING JOBS WITH WORK EXPERIENCE AND TRAINING POSITIONS

This project is derived from a feasibility study conducted for DEET under SkillShare Enterprise monies. It is currently not operational and therefore has no existing staff. The competitive edge of the project is identified by its focus on providing skills and work experience to local unemployed people.

GIVE DETAILS OF HOW THE PROJECT PROVIDES APPROPRIATE TRAINING, ACCREDITED WHERE POSSIBLE

The Brotherhood of St Laurence is an Accredited Provider of training programs. This project will recruit an industry qualified person who will work with our Accredited Training department to facilitate the following curriculum;

- Health and Safety
- First Aid
- Food Hygiene
- Communication skills
- Product Knowledge
- Trade Calculations
- Food Handling
- Food Preparation
- Food manufacturing
- Packaging
- Telemarketing and direct selling
- Distribution
- Job Searching

Training will be conducted on and off the job and a training room will be dedicated to the program for ongoing trainee assistance.

William Angless College have indicated that they would be prepared to support us in this project. It is envisaged that some of the topics will be contracted out to the school.

GIVE DETAILS OF THE PROPOSED PROJECT LOCATION AND INCLUDE DETAILS OF TRANSPORT OR ACCESS ARRANGEMENTS

The project will be located at 67 Brunswick Street, Fitzroy. This site is located in close proximity to all forms of public transport, including the number 11 and 19 trams that stop outside the building. It is in walking distance to the DSS and CES departments. Both training room and on the job facilities are located on the ground floor and provide physical access for people with disabilities.

GIVE DETAILS OF HOW THE PROJECT PROVIDES ADEQUATE STRUCTURES FOR THE SUPERVISION AND MENTORING OF PARTICIPANTS

There will be an appointed Project Co-ordinator that will be responsible for the training and support of trainees. At times the on the job components will be provided by varying departments of the Brotherhood of St Laurence with the supervision and quality control of this Co-ordinator.

The project will be supervised by our Employment Action Centre who is an experienced provider of labour market programs and has inherent counselling and other employment related activities that participants could gain additional supports from.

PROPOSED BUDGET SUMMARY

EXPENDITURE		INCOME		
ITEM	TOTAL COST	DEET	SPONSOR	TOTAL
Training Allowance				
Insurance				
Cost of materials				
Cost of non capital equipment				
Training costs				
Supervision costs				
Lease of equipment				
TOTAL				

APPENDIX 12.
NOTES FOR THE FINANCIAL PLAN

FINANCIAL PERIOD 1995-6

This is the period 1 Jan 1996 - 30 June 1996.

INCOME anticipated is:

- **DEET establishment** funds through the SkillShare Enterprise funding. We anticipate an amount of \$15,000 which I have split between first and second financial periods.
- **Sales** is based on the amount of money that we will sell the product for. This is based on \$15 for a 1kg product. (Our research shows that this is a reasonable price). In the first six months of operation there will be no profit as sales will commence around August 1996.
- **New Work Opportunity Scheme.** As the project is based on the generation of employment, as well as the benefit that this project will have for the community, it seems reasonable to suggest that we would be able to access these funds. The amount provided is usually around \$13,000 per participant. The scheme will recruit four trainees and will receive for the first quarter \$13,000.
- **Interest.** We assume in the first period there will be no interest calculated as there will be limited cash flow.
- **Fees - Postage .** Distribution of the product will not occur until Aug 1996.

EXPENDITURE anticipated is;

- **Salaries** are based on the appointment of a Project Co-ordinator under the CETS award. The Co-ordinator's wage should commence in January 1996 and thus in the first period is calculated on a six months.
- **Trainee wages** are based on the NWO training allowance of \$270 per week and commence in April of 1996, thus first period only recognises a quarter of the expenditure.
- **All overheads .**This project due to space and equipment requirements will be more expensive than other EAC projects, however, the sponsor organisation will need to meet these costs in order for the program to develop. ie. supply industrial equipment as an in kind contribution.
- **Food costs** are based on the industry advice that food costs will cost about \$3.00 **Packaging** costs will be nil in the first three months.

SECOND FINANCIAL PERIOD 96/97

This represents the year of July 1 1996 - June 30 1997.

INCOME anticipated is:

- **DEET establishment** funds
- **Sales** . As above. Sales will be received in this period. We anticipate to sell the full run of production which is 3000.
- **New Work Opportunity Scheme**. As above. Balance of income will be received in this period for the first four trainees plus the full amount for the next four trainees.
- **Interest**. Nil anticipated.
- **Fees - Postage** . Postage for a courier is \$5.00 per pudding. This will be charged to the consumer, and will be received by us in income.

EXPENDITURE anticipated is;

- **Salaries** As above.
- **Trainee wages** Calculated on two intakes of four.
- **All overheads** as above
- **Food costs** are based on the industry advice that food costs will cost about \$3.00 per 1kg pudding. This has been multiplied by 6000 for product increase due to anticipated demand. It may be apparent that food costs begin to reduce due to the increase in purchasing power. We, have maintained the previous year calculation to be conservative.
- **Packaging** costs will be incurred for the first and second batch production. This is calculated on a basis of \$2.00 per pudding. This amounts to 18,000.

THIRD FINANCIAL PERIOD - 19978

This represents the year of July 1 1997 - November 1997

INCOME anticipated is:

- **Sales** . Nil unless we produce a third batch.
- **New Work Opportunity Scheme**. Nil.
- **Interest**. Nil
- **Fees - Postage** . As above

EXPENDITURE ;

As above, but has only been calculated until November 1997 when the project would evaluate the success of the project