

Skilling Queenslanders for work



Community Jobs Priorities Committee Chairperson Guidelines



Queensland
Government

Table of Contents

Purpose.....	2
1. Introduction.....	2
2. Establish a quorum.....	3
3. Conflict of Interest	3
4. Evaluation Process.....	4
5. Other Issues	4
6. Long term contracts.....	4
7. Recommendation	5
8. Approval Process	5

Purpose

These Guidelines are used to outline the role of the Chair of the Community Jobs Priorities Committee under *Skilling Queenslanders for Work* and the processes or steps to be followed when conducting a Committee meeting.

The Chair of the Community Jobs Priorities Committee will be the Regional Director, Department of Employment, Economic Development and Innovation. The Chair of each Committee is responsible for inducting new members to ensure that they are fully aware of confidentiality and conflict of interest issues and ensuring that all members are fully informed of the aims and objectives of *Skilling Queenslanders for Work*.

1. Introduction

- Chair welcomes Committee members and explains the Terms of Reference.
- Chair outlines the aims and underlying philosophy of *Skilling Queenslanders for Work*

Skilling Queenslanders for Work is a key component of the Queensland Skills Plan 2008 and *Towards Q2: Tomorrow's Queensland* and aims to meet government policy objectives, particularly skilling and increasing labour force participation.

Skilling Queenslanders for Work builds upon a comprehensive strategic framework across major Government priorities including:

- 100,000 jobs election commitment under *Jobs First: Delivering Jobs for Queensland*
- Halve the employment gap between Indigenous and non-Indigenous people under the Council of Australian Government's (COAG) National Partnership Agreement on Indigenous Economic Participation
- Halve the proportion of children in workless households under *Towards Q2: Tomorrow's Queensland*.

Skilling Queenslanders for Work is characterised by a number of prevention and early intervention services and programs. The Community Employment and Infrastructure Program has a flexible, integrated service delivery model that enables providers to deliver a mix of training, vocational skills, job preparation and employment opportunities that can be packaged to suit individual job seeker's needs.

The Productivity Places Program is being delivered under the *Skilling Queenslanders for Work* initiative is a core element of the Australian Government's *Skilling Australia for the Future* policy which aims to address higher level skills shortages, increase workforce participation and productivity. This program is being jointly delivered in Queensland with the Department of Education and Training (DET).

- Chair details the processes for evaluation and prioritisation of applications. The Chair also explains procedural features of *Skilling Queenslanders for Work* – streamlined application process supported by innovative budget tool; publication in guidelines of assessment criteria; standardised contract for up to three years and annual performance reviews.
- Chair explains the objectives of program delivery under *Skilling Queenslanders for Work*, the Community Employment and Infrastructure Program, the Community Literacy Program, the Get Set for Work Program, Participate in Prosperity, the Productivity Places Program and Queensland's Green Army. For Committees that consider and recommend applications for funding under the Get Set for Work Program, the Chair will also need to cover the objectives of that program and its commitment to both State and Commonwealth youth agendas. For Productivity Places Program, the Chair will also need to cover the objectives of the *Skilling Australia for the Future* policy and specify that the accredited training being delivered is identified in the Australian Government's *Priority Occupations and Qualifications List*.

2. Establish a quorum

The Chair establishes that a quorum of members is present. A quorum is three or more members. Applications for funding may also be considered 'out-of-session' at the discretion of the Chair to ensure emerging community needs are addressed.

3. Conflict of Interest

The Chair is responsible for ensuring a high standard of confidentiality is observed when considering and recommending applications for funding under *Skilling Queenslanders for Work*.

- A list of applicants is distributed to all Committee members.
- Committee members are asked to declare if they may have a conflict of interest with any of the applicants that could affect their impartiality.
- The Chair requests Committee members to sign the Declaration Form stating that they have no conflict of interest and reminds members that any information disclosed in the meeting is "commercial-in-confidence". The Declaration Form must be signed before any discussions occur and any information is provided on the applications to be evaluated.
- Members with an interest in any application being considered by the Committee must declare this interest and not participate in the assessment and prioritisation of that application.

4. Evaluation Process

The Chair explains to the Committee the process for prioritising applications for funding:

- a copy of each application will be provided to Committee members (either prior to scheduled meeting date or at the meeting).
- Committee members are advised of the benchmarks and measures used for the evaluation criteria.
- Committee members assess each application against the pre-determined criteria and benchmarks.
- Committee members prioritise and recommend applications based on the merits of each project in addressing the evaluation criteria and benchmarks.

5. Evaluation criteria

The Chair is responsible for explaining the scoring system to the Committee including the background or reasons for the components and description of each assessment criterion as specified in the funding guidelines. Scoring methods may vary between Committees using either a qualitative or quantitative scoring system.

6. Other Issues

When applications have been prioritised, the Committee will consider other issues that may impact on the order of priority. In particular, each application will be considered in the context of regional funding priorities eg. target group, participation rates, need to address identified localities, whole-of-government priorities or strategies.

7. Long term contracts

Once the Committee establishes a list of preferred applications and, if appropriate, reserve applications, consultation needs to occur on nominating which applications will be recommended for long term contracts. Regional employment officers are responsible for assessing a provider's performance objectively against pre-determined criteria in accordance with the Funding Principles for Long Term Contracts and the Funding Framework and Agreed Reporting Principles.

Information provided by the Regional Office against the assessment criteria for long term contracts will be a fundamental tool used by the Committee to make recommendations.

Committees will also be required to endorse the outcome of annual performance reviews of providers on long term contracts.

8. Recommendation

Committee members are required to complete the signature block of the Evaluation Form for each application for funding that they have evaluated.

9. Approval Process

The Chair should now explain the process that follows the Committee's recommendations:

- Recommendations are forwarded to Employment and Indigenous Initiatives central office to consider the state-wide implications of projects and refer recommendations to the Executive Director, Employment and Indigenous Initiatives who has the delegated authority to approve funding under *Skilling Queenslanders for Work*, including all programs delivered under the initiative.
- Following approval, successful applicants will be notified and forwarded a Memorandum of Agreement.
- Unsuccessful applicants will be notified in writing and invited to seek feedback on their application. In the first instance, the Regional Director will be available to provide this feedback.