

Skilling Queenslanders for work



Community Jobs Priorities Committee

Member Guidelines



**Queensland
Government**

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Purpose

These Guidelines are used to assist Community Jobs Priorities Committee members to evaluate and prioritise applications for funding under the *Skilling Queenslanders for Work* initiative - Community Employment and Infrastructure Program, Community Literacy Program, Participate in Prosperity, Productivity Places Program and Queensland's Green Army.

All Community Jobs Priorities Committee members must read these Guidelines prior to signing the declaration regarding conflict-of-interest and confidentiality.

Background

Skilling Queenslanders for Work is a key component of the Queensland Skills Plan 2008 delivered by the Department of Employment, Economic Development and Innovation. The primary focus of the initiative is skilling and preparing disadvantaged job seekers to successfully compete for and keep jobs. Assistance is also available for lower skilled workers or underemployed people who are uncompetitive in the labour market because they lack skills which employers demand.

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 Governments (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 jobseeker's needs.

Organisations can receive funding to deliver projects that offer one type of assistance or a mix of assistance measures. Organisations are encouraged to offer flexible projects that can be customised to meet individual needs. Projects may offer a mix of:

- paid work placements
- job preparation assistance (including non-accredited training, work experience)
- accredited vocational education and training
- formal recognition of skills through recognition of prior learning
- employer wage subsidies (limited funding)
- contribution towards transport and childcare costs for eligible parents and carers
- multicultural employment workshops.

It is the role of regional employment officers to work with organisations to facilitate the application process and coordinate the evaluation and prioritisation of applications.

Skilling Queenslanders for Work has a total annual budget of around \$101 million, with an annual budget allocation towards the flexible delivery of customised employment and assistance measures under the Community Employment and Infrastructure Program of around \$40 million.

Role of Community Jobs Priorities Committees

Thirteen Community Jobs Priorities Committees have been established across the State as a mechanism to identify local employment assistance while addressing regional needs.

Committee membership is drawn from a broad cross section of the community to ensure the appropriate expertise on the local labour market is available to inform funding decisions made by the Department of Employment, Economic Development and Innovation

Composition of the Committees may vary slightly to ensure appropriate local committee representation e.g. an Indigenous representative may be included in areas where there is a large Indigenous population.

The Chair will advise the quorum for meetings - a minimum of three members is recommended. Applications for funding may also be considered 'out-of-session' at the discretion of the Chair to ensure emerging community needs are addressed.

Terms of Reference

For *Skilling Queenslanders for Work*, each Committee will:

- review each application for funding against the relevant guidelines for funding, evaluation criteria and Government priorities
- prioritise eligible applications based on regional and locally based priorities taking into account the regional and local unemployment rate, and the need to focus on particular target groups, the geographic spread of proposed projects in the area, skills shortages, the potential for sustainable employment and emerging industry needs, previous performance and budget availability
- make recommendations to the Executive Director, Employment and Indigenous Initiatives, or a nominated delegate, on priorities for funding
- make recommendations to the Executive Director, Employment and Indigenous Initiatives, or a nominated delegate, for organisations to be considered for long term contracts up to three years based on the funding principles for long term contracts
- endorse annual performance reviews of providers on long term contracts

- review reports and participate in the evaluation of *Skilling Queenslanders for Work* – Community Employment and Infrastructure Program, Community Literacy Program, Participate in Prosperity, Productivity Places Program and Queensland's Green Army
- provide input, where appropriate, to Vocational Education and Training (VET) processes
- in some instances, depending on the region, applications for funding under the Get Set for Work Program are also reviewed and prioritised. The Chair of the relevant Community Jobs Priorities Committee will discuss this with members.

Community Literacy Program

The Community Literacy Program forms part of the *Skilling Queenslanders for Work* initiative. The program will flexibly respond to skilling the most disadvantaged Queenslanders who have low levels of literacy and/or numeracy through the provision of customised language, literacy and numeracy assistance. This assistance will enable participants to progress through individualised pathways and result in outcomes of further education, training, paid or volunteer employment, and participation in other employment programs (e.g. *Skilling Queenslanders for Work*) as well as empowering individuals to be active within their community.

The Community Literacy Program has an annual budget of \$2 million and provides funding to eligible organisations and clusters of organisations to assist 2,000 people with low language, literacy and numeracy skills levels through the provision of training and other assistance in a supportive, community-based learning environment.

For the Community Literacy Program, two models have been developed for Committees to assess, prioritise and recommend applications:

1. All applications will be considered by the existing Community Jobs Priorities Committee chaired by the Regional Director with the option of including non-voting expertise in language, literacy and numeracy (LLN). This person(s) will provide specific information and advice to the Committee on the needs of the particular client group and the appropriateness of the proposed application under consideration. All recommendations will be forwarded to the Executive Director for approval.
2. Applications up to \$20,000 can be assessed by a sub-committee which will have a minimum of two external representatives. The sub-committee will be chaired by the Regional Director and contain one other appropriate DEEDI officer. All recommended applications will be forwarded to the Community Jobs Priorities Committee for endorsement, in summary format, and then forwarded to the Executive Director for approval. All applications seeking funding of more than \$20,000 will be presented to the Community Jobs Priorities Committee for recommendation.

Productivity Places Program

The Productivity Places Program (PPP) is a core element of the Australian Government's *Skilling Australia for the Future* policy which aims to address higher level skill shortages, increase workforce participation and the productivity of industry and enterprises. The program aims to provide an additional 711,000 training places nationally over 5 years commencing in 2008 (392,000 for existing workers and 319,000 for job seekers).

The Department of Education and Training (DET) is the lead agency for PPP in Queensland and will provide DEEDI with \$17.5 million over three years (2009-10 to 2011-12) to deliver in excess of 6,300 job seeker places under *Skilling Queenslanders for Work*, with training targeted towards Certificate II and Certificate III levels in areas identified as priorities by state industry training and engagement bodies.

The primary aim of the program is the completion of a full qualification, so organisations funded to deliver projects seek to recruit participants who have the capacity to complete the required training. An integrated placed-based management model of support may include up-front skills assessment, provision of LLN contextualised to qualification vocational area, intensive place management to support individuals in completion of the qualification, provision of job search training, work experience, relevant vocational placement on completion of training requirements to assist in securing sustainable employment and job placement services.

Participate in Prosperity

The Participate in Prosperity (PiP) Program is a key component of the Queensland Government's social action plan to tackle poverty and inequality by raising the skills and employability of individuals and communities in, or at risk of, persistent poverty. PiP has been piloted under *Skilling Queenslanders for Work* since 2007 in the following three target sites:

- Logan/Beenleigh
- Caboolture/Deception Bay
- Brisbane South West metropolitan corridor

PiP has an annual budget of \$7.5 million. The funding levels for each grant will vary according to the types of services being delivered and the number of people to be assisted. The program is also attempting to improve local service provision by linking and integrating human service providers with available training and employment assistance.

Queensland's Green Army

Queensland's Green Army is a new program that aims to create 3,000 new jobs that will enhance the state's natural assets, strengthen the tourism industry and promote increased environmental awareness. The program forms part of *Skilling Queenslanders for Work* and has a budget of \$57 million over three years from 2009-10. There will be 2,300 Green Work Placements and 700 Green Traineeships available throughout the state.

Grants are awarded to community organisations and government bodies to employ people on Green Army Work Placement projects that have an environmental focus and lasting community benefit.

Composition of Community Jobs Priorities Committees

Each Committee has between six to eight members with membership drawn from a broad cross section of the community to ensure the appropriate expertise on the local labour market is available to inform funding decisions made by the Department of Employment, Economic Development and Innovation. Members external to the Queensland Government are ministerially appointed to the Committees by the Minister for Employment, Economic Development and Innovation.

Composition of Committees may vary slightly to reflect local representation, for example, an Aboriginal or Torres Strait Islander representative may be included in areas where there is a large Indigenous population. Committees may invite a non-voting Language, Literacy and Numeracy (LLN) expert to assist in assessing applications for funding under the Community Literacy Program. This person will not be appointed by the Minister.

	Nominations drawn from following groups
Department of Employment , Economic Development and Innovation representatives	Regional Director, EII (Chair or core member) Regional Director, Employment Industry Development and Innovation
Department of Education and Training representative	Regional Director (Chair or core member)
Employee representatives (2 representatives per committee)	Queensland Council of Unions – seeks nominations from other peak bodies Australian Workers Union
Employer representative (1 representative per committee)	Commerce Queensland Australian Industry Group (AiG) Local Member of Parliament
Local Government representative (Generally 1 representative per Committee)	Brisbane City Council Local Government Association of QLD
Community representative (1 representative per committee)	Queensland Council of Social Service (QCOSS) Regional Office
Indigenous representative (on committees covering areas characterised by large Indigenous population)	Indigenous Regional Officers
Youth (aged 15-25) representative (1 representative per committee)	Regional Office

Composition of Sub Committees

Community Jobs Priorities Committees may elect to form a sub-committee to assess Community Literacy Program applications of up to \$20,000. A sub-committee will consist of the Regional Director and/or appropriate DEEDI officers and a minimum of two external representatives. The external representatives will have expertise in LLN or other appropriate training issues and do not need to be Ministerial appointees.

Appointment Process

The Minister for Employment, Economic Development and Innovation appoints committee members, with the exception of the representatives from the Department of Employment, Economic Development and Innovation, and Department of Education and Training. As such, there are to be no substitutes/proxies at meetings. This is due to the confidentiality of items being discussed and to ensure efficiency in considering applications.

Where a member advises they are no longer able to serve as a Committee member, the Chair will advise officers of Employment and Indigenous Initiatives central office who will facilitate selection and Ministerial approval of a new member. Background checks on members are conducted prior to their appointment to the Committees.

There is one exemption - the Department of Education and Training can be replaced on a rotational basis and there is no need for the Minister to approve their appointment.

Confidentiality and Conflict of Interest

Applicants for funding under *Skilling Queenslanders for Work* can be assured a high standard of confidentiality is observed. All information provided to Committee members in relation to the applications received and evaluated remains 'Commercial in Confidence' and cannot be disclosed to any other parties without prior approval from the applicant.

All Committee members have undertaken an induction process to ensure they are fully aware of confidentiality and conflict of interest issues, as well as understand the Committee Terms of Reference and processes for evaluation and prioritisation of applications.

All Committee members are required to sign a declaration form confirming they possess no conflict of interest which will affect the impartiality of their assessment of the applications. 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.

Approval Process for Skilling Queenslanders for Work Projects

Each region has a limited budget and must endeavour to fund projects, which both meet the funding guidelines and address local priorities. Due to funding restrictions, not every application presented to the Community Jobs Priorities Committees will be recommended for funding.

In some instances, the Department of Employment, Economic Development and Innovation is also required to support 'whole of government' initiatives e.g. Community Renewal and Crime Prevention or responses to industry crises, and the funding available through *Skilling Queenslanders for Work* should be used to support these initiatives at the local level.

Community Jobs Priorities Committees may elect to give preference in their recommendations to projects, which address particular communities, or particular target groups as represented by the participation strategies. For this reason, projects may not be funded strictly according to the score they receive in the evaluation process.

Some groups of people remain at a substantial competitive disadvantage and hence experience higher than average unemployment rates including: early school leavers; Aboriginal and Torres Strait Islander peoples; mature age people; people from culturally and linguistically diverse communities; people with disabilities; recently released offenders; long-term unemployed people; and parents and carers. While there are some geographic concentrations of these groups, there are individuals with these characteristics living across the State. The *Skilling Queenslanders for Work* initiative will provide equitable access to labour market programs and training, leading to greater employment opportunities to these groups. This equity of access cannot be achieved by solely focussing on unemployment rates within specific areas.

The Committee's decisions may be influenced by a number of factors, including the number and type of projects funded in the past, or newly emerging local needs/issues e.g. may decide to focus on Indigenous employment rather than youth.

Committee decisions may also be influenced by other activities occurring in the region e.g. if another Government Agency is funding projects focusing on a particular client group or community, the Community Jobs Priorities Committee may recommend that applications targeting other communities be given a higher priority.

A key priority of the *Skilling Queenslanders for Work* initiative is to address skills shortages and labour supply issues, remove barriers, and increase labour market participation to strengthen the foundations for innovation and sustainable, long-term economic growth.

Regional Planning

To ensure an even spread of projects throughout the Region and the year, each Region may notionally allocate their budget to each Committee in the Region and develop an approval schedule i.e. a plan of what amount of funding will be allocated to what type of project across the year.

By planning the distribution of funding of the annual budget in this manner, the Region may be able to address the demand-driven nature of the initiative and avoid unplanned concentration of projects on a particular target group or geographic region. This allows for funding to be continuously available throughout the year.

The budget management strategy adopted by most individual Committees is to hold more than one funding round per financial year. The first major funding round is held before the beginning of the financial year, usually in April or May. Around 70-80% of the total budget needs to be committed at this first funding round to ensure an effective management of the budget. A second and occasionally a third funding round are also held during the financial year. Some committees also reserve a minimal amount of funding which gives the region the ability to respond to local emerging needs if required.

In Round One, no more than 45-50% of the budget can be established as long term contracts in excess of 12 months in the regional areas. In metropolitan regions, 50-60% of the budget can be established as long term contracts in excess of 12 months. In subsequent funding rounds from the same financial year, a further 10% of the budget can be established as long term contract.

Long Term Contracts

Long term contracts of up to three years will be offered under *Skilling Queenslanders for Work* to organisations that have demonstrated a proven capacity to deliver employment projects, meet identified performance measures and that can provide strong evidence of an ongoing demand for employment services. Long term contracts are offered at the discretion of the relevant DEEDI region.

A number of advantages flow from the introduction of long term contracts and an integrated service delivery model. From a departmental perspective benefits include: the commitment to ensure long term strategies are funded in appropriate locations assisting target groups over a longer period, improved capacity to retain the services of good providers, improved ability to achieve participation targets and facilitating improved budget planning at a regional level.

Benefits to providers include: improved ability to provide an on-going presence in the community, increased capacity to attract and retain qualified personnel and build expertise, longer term ability to continue to assist disadvantaged groups and greater opportunity to implement continuous improvement strategies and economies in project delivery.

As part of the assessment process during a normal funding round or out-of-session, regional employment officers will present to the Community Jobs Priorities Committee organisations considered suitable to be offered long term contracts. The Committee will make recommendations based on the funding principles for

long term contracts, alignment to regional priorities, commitment to flexibility and past achievement of outcomes.

Long terms contracts will be offered to suitable providers subject to annual performance reviews and annual budget allocations. There will be one Memorandum of Agreement for the life of the contract covering the entire period of service delivery with an annual allocation value, total contract value and additional schedules for each year of the contract.

Annual Performance Reviews

Annual performance reviews will be undertaken with all providers on long term contracts of over 12 months. These reviews will determine the extent to which contract requirements are being met (in particular, output measures such as jobs target and numbers assisted) and how to address any emerging needs for change.

Regional employment officers will conduct these reviews at pre-arranged dates or milestones to allow sufficient time for the processing and release of funding for successive years, maintaining continuity of service delivery. The aim of annual performance reviews is to ensure that projects can be re-negotiated (eg. location, target group, type of assistance etc) or funding withdrawn if justified (eg. poor performance, assistance need no longer required). The relevant DEEDI region will have the authority to recommend the continuation of funding for providers based on the outcome of the annual performance review.

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

Prioritisation of Projects

The local Community Jobs Priorities Committee evaluates applications for grant funding under the *Skilling Queenslanders for Work* initiative:

- using the selection criteria and benchmarks in the guidelines for funding
- taking into account the policy statement for long term contracts, in particular the eligibility principles and approval processes
- taking into account the need to focus on particular target groups to ensure participation targets are met. Participation targets should reflect the composition of the local community, and the extent to which particular groups are affected by unemployment
- taking into account the geographic spread of proposed projects
- taking into account the available budget as advised by the DEEDI regional office.

The Committee recommends their preferred applications and, if appropriate, reserve applicants. The Committee may review an application, which is not recommended at a Committee meeting, but achieves the stated selection criteria at a later date.

It is the role of the Community Jobs Priorities Committees to **recommend applications for funding**. The Committees **do not have the authority to approve funding**. The approval for funding of a particular project takes account of the recommendation of the Committee, but is made in the Department of Employment, Economic Development and Innovation's central office in Brisbane. The Executive Director, Employment and Indigenous Initiatives has the delegated authority to approve funding under *Skilling Queenslanders for Work*, including all programs delivered under the initiative.

Administrative Support and Further Information

Department of Employment, Economic Development and Innovation regional employment officers are available to provide any additional information or clarification of applications for funding if required.

Regional employment officers are also responsible for recording the evaluation process and preparing the minutes and recommendations for consideration by the Executive Director, Employment and Indigenous Initiatives. It is also the role of these officers to provide feedback to any unsuccessful applicants.

Any enquiries regarding the operation or function of the Community Jobs Priorities Committees should be directed to regional employment officers.

Community Jobs Priorities Committees Contacts

Committee	Contact	Phone Number
FAR NORTH	Tamilyn Domain Regional Manager	Ph: (07) 4048 1458
NORTHERN	Sandra Crosato Regional Operations Manager	Ph: (07) 4760 7978
NORTH WEST	Julie Dare Regional Director	Ph: (07) 4048 1458
WHITSUNDAY	Barry Heinemann Senior Employment Advisor	Ph: (07) 4967 4485
CENTRAL WEST	Allan Ahmann Senior Employment Advisor	Ph: (07) 4938 4130
CENTRAL	Allan Ahmann Senior Employment Advisor	Ph: (07) 4938 4130
BUNDABERG	Michelle Davies Regional Operations Manager	Ph: (07) 4121 1726
SUNSHINE COAST	Dr Anne Winning Regional Manager	Ph: (07) 5470 8850
SOUTH WEST	Nigel Winkler Senior Employment Officer	Ph: (07) 4687 2838
IPSWICH	Chris Trubai Regional Operations Manager	Ph: (07) 3280 1092
BRISBANE NORTH	Iona Tait Regional Operations Manager	Ph: (07) 3247 9435
SOUTH BRISBANE	Roselie Luafutu Assistant Program Officer	Ph: (07) 3872 0019
SOUTHERN	Roselie Luafutu Assistant Program Officer	Ph: (07) 3872 0019

Committee Region by Electorates

Committee	Meeting Location	State Electoral Districts
FAR NORTH	Cairns	Cairns, Barron River, Cook, Tablelands, Mulgrave and Hinchinbrook
NORTHERN	Townsville	Townsville, Mundingburra, Thuringowa, Burdekin (including Ayr, excluding Bowen and Collinsville) and Dalrymple (excluding Aramac, Belyando and Peak Downs shires)
NORTH WEST	Mount Isa	Mount Isa (excluding Winton shire)
WHITSUNDAY	Mackay	Whitsunday, Mackay, Mirani and Burdekin (Bowen and Collinsville only)
CENTRAL WEST	Emerald	Gregory (excluding shires of Murweh and Quilpie), Mount Isa (Winton shire only) and Dalrymple (Aramac, Belyando and Peak Downs shires)
CENTRAL	Rockhampton	Keppel, Gladstone, Rockhampton, Fitzroy and Callide (Banana shire only)
WIDE BAY	Bundaberg and Maryborough	Bundaberg, Burnett, Hervey Bay, Maryborough and Callide (Eidsvold, Biggenden, Gayndah, Mundubbera, Wondai, Kilkivan shires)
SUNSHINE COAST	Nambour	Gympie, Noosa, Maroochydore, Nicklin, Caloundra, Kawana, Glass House (excluding Caboolture shire) and Nanango (excluding Esk and Caboolture shires), Buderim
SOUTH WEST	Toowoomba	Toowoomba North and South, Cunningham, Southern Downs, Warrego, Darling Downs, Gregory (Quilpie, Murweh shires), Callide (Taroom shire) and Lockyer (excluding Gatton and Laidley shire), Condamine
IPSWICH	Ipswich	Bundamba, Ipswich, Ipswich West, Lockyer (Laidley and Gatton) and Nanango (Esk shire)
BRISBANE NORTH	Lutwyche	Brisbane Central, Aspley, Sandgate, Everton, Nudgee, Clayfield, Ferny Grove, Ashgrove, Mount Coot-tha, Moggill, Indooroopilly, Stafford, Pumicestone, Kallangur, Murrumba, Pine Rivers, Redcliffe, Nanango (Caboolture shire) and Glass House (Caboolture shire), Morayfield
SOUTH BRISBANE	Mt Gravatt	South Brisbane, Bulimba, Greenslopes, Yeerongpilly, Mt Ommaney, Sunnybank, Mansfield, Lytton, Algester, Cleveland, Capalaba and Chatsworth, Inala, Stretton,
SOUTHERN	Logan	Redlands, Springwood, Woodridge, Logan, Waterford, Gaven, Beaudesert, Albert, Broadwater, Southport, Surfers Paradise, Burleigh, and Currumbin, Mudgeeraba, Mermaid Beach, Coomera