

Community Jobs Priorities Committees Terms of Reference

Background

The then Minister for Transport, Trade, Employment and Industrial Relations approved in November 2006 that the Community Jobs Priorities Committees, established under the *Breaking the Unemployment Cycle* initiative, continue under the *Skilling Queenslanders for Work* initiative. The Committees now come under the ministerial responsibility of the Minister for Employment, Economic Development and Innovation. The Minister has extended the membership term until 30 June 2013.

Purpose

Thirteen Community Jobs Priorities Communities (CJPCs) have been established state-wide to advise the Department of Employment, Economic Development and Innovation (DEEDI) on priorities for funding under *Skilling Queenslanders for Work*. Each Committee's regional coverage is based on specified state electoral districts. The Committees are managed locally and supported by regional employment staff.

Role

The role of the Committees is to review, prioritise and recommend eligible applications for funding under programs delivered under *Skilling Queenslanders for Work* – Community Employment and Infrastructure Program, Community Literacy Program, Participate in Prosperity, Productivity Places Program and Queensland's Green Army. Each committee will:

- Review each application for funding under *Skilling Queenslanders for Work* against the relevant program 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 under *Skilling Queenslanders for Work*
- Make recommendations to the Executive Director, Employment and Indigenous Initiatives, or a nominated delegate, for organisations to be considered for long term contracts for up to three years based on the funding principles for long term contracts under *Skilling Queensland for Work*
- Consider innovative projects, from time to time, for funding under *Skilling Queenslanders for Work*
- Endorse annual performance reviews for providers on long term contracts
- Review reports and participate in the evaluation of *Skilling Queenslanders for Work*
- 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.

Membership

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.

Membership is managed by central office. Members external to the Queensland Government are ministerially appointed to the Committees. Background checks on members are conducted prior to their appointment to the Committees. All Committee members undertake an induction process to ensure that they are fully aware of confidentiality and conflict of interest issues, understand the Terms of Reference for the Committees and the process for evaluation and prioritisation of grant applications.

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.

Membership Category	Nominations drawn from following groups
Department of Employment, Economic Development and Innovation representatives	<ul style="list-style-type: none"> • Regional Director, EII (Chair or core member) • Regional Director, Employment Industry Development and Innovation
Department of Education and Training representative	<ul style="list-style-type: none"> • Regional Director (Chair or core member)
Employee representatives (2 representatives per committee)	<ul style="list-style-type: none"> • Queensland Council of Unions – seeks nominations from other peak bodies • Australian Workers Union
Employer representative (1 representative per committee)	<ul style="list-style-type: none"> • Commerce Queensland • Australian Industry Group (AiG) • Local Member of Parliament
Local Government representative (Generally 1 representative per Committee)	<ul style="list-style-type: none"> • Brisbane City Council • Local Government Association of QLD
Community representative (1 representative per committee)	<ul style="list-style-type: none"> • Queensland Council of Social Services (QCOSS) • Regional Office
Indigenous representative (on committees covering areas characterised by large Indigenous population)	<ul style="list-style-type: none"> • Indigenous Regional Officers
Youth (aged 15-25) representative (1 representative per committee)	<ul style="list-style-type: none"> • Regional Office

Authority

The Community Jobs Priorities Committees have management of recommending applications for grant funding to the Department of Employment, Economic Development and Innovation as authorised by the Minister for Employment, Economic Development and Innovation.

Reporting Relationships

Reporting relationships will be through the Regional Directors, Service Delivery Director and administrative staff in central office.

Meetings

The Community Jobs Priorities Committees will meet at least twice a year to coincide with the two major funding rounds offered under *Skilling Queenslanders for Work* or unless otherwise agreed. Out-of-session meetings are sometimes arranged on an as needs basis.