

# Indigenous Employment Program 2009-2012

## Program guidelines

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# 1 Overview

## 1.1 Introduction

These Guidelines are for anyone seeking assistance under the Indigenous Employment Program (IEP). The Guidelines contain information about:

- eligibility
- what assistance is available
- how to apply for IEP assistance
- how the Department of Education, Employment and Workplace Relations (the department) will assess an application for assistance, and
- what to expect if a contract with the Department is established.

Separate Guidelines are also available for organisations that are members of the Employment Panel and/or the Economic Development and Business Support Panel.

The Australian Government has committed more than \$770 million over five years for the IEP. The objective of the IEP is to increase Indigenous Australians' employment outcomes and participation in economic activities, contributing to the Government's commitment to halving the gap between Indigenous and non-Indigenous employment outcomes within a decade.

IEP supports activities that will develop the capacity of employers, Indigenous Australians and their communities to increase opportunities through employment, business and other economic development activities.

## 1.2 Support available

IEP supports a broad range of activities that are responsive to the needs of employers, Indigenous Australians and their communities. Support is available for activities that help to achieve the objective of the IEP and that offer value for money. These could include activities that will:

- encourage and support employers to provide sustainable employment opportunities for Aboriginal and Torres Strait Islanders.
- encourage and support Indigenous Australians to take up training and employment opportunities, stay in jobs and enhance their future employment prospects
- assist Indigenous communities, industry bodies and groups of employers to develop Indigenous workforce and economic development strategies that support local and regional economic growth, or
- assist Indigenous Australians to develop sustainable businesses and economic opportunities in urban, regional and remote areas.

## **2 How assistance is delivered**

The department supports IEP activities a number of ways. Two panels have been established to assist in the provision of services under the IEP. The department contracts services from organisations that are on the IEP Employment Panel or the IEP Economic Development and Business Support Panel.

The department may also support activities by directly contracting with an employer, Indigenous business or other organisation. The department provides funding directly to employers and other organisations that are tailored to their specific circumstances, or pre-designed for streamline access and administration. For more information, go to Section 4.

Indigenous individuals looking for a new job or interested in self employment can receive assistance from panel members. Registered job seekers can talk to Job Services Australia about what assistance IEP panel members may provide in their area. If job seekers are not eligible for assistance from Job Services Australia they can contact the Indigenous Employment Line on 1802 102 for more information about IEP services in their location.

For information on how to apply for funding see Section 7.

## **3 Eligibility**

### **3.1 Employers**

To be eligible for assistance under the IEP, an employer must provide, or be preparing to provide, work experience, ongoing employment for Indigenous Australians, or other related assistance that will contribute to increasing Indigenous Australians employment outcomes and participation in economic activities.

### **3.2 Indigenous businesses**

To be eligible for financial assistance, the organisation needs to be a new or existing Indigenous business or organisation registered in Australia. Each of these must contribute to increasing Indigenous Australians employment outcomes and participation in economic activities.

### **3.3 Indigenous communities**

Eligible Indigenous communities can be those that include representatives of a population of Indigenous Australians in an urban, rural or remote area who want to work together to improve employment and economic participation outcomes for the members of their community. These communities can be in an urban, rural, or remote area.

### **3.4 Individual participants**

To be eligible for assistance under IEP, a participant must:

- be of Aboriginal and/or Torres Strait Islander descent
- identify as an Aboriginal and/or Torres Strait Islander
- be accepted as an Aboriginal and/or Torres Strait Islander by the community in which he or she lives or has lived
- be of minimum participation age required by the state

A participant who has recently been supported under IEP may not be eligible to participate in a similar IEP project within a six month period. However, the department considers exceptions on a case by case basis. The department will take into account the nature of the previous project, the similarities between the new and a previous project for which the participant is being considered, whether previous placements have been successfully completed, and whether employment outcomes were achieved.. For example, if the first project involved pre-employment training in an IT application, the department is unlikely to approve the participant's placement in another project involving the same IT application.

#### **3.4.1 Job Services Australia participants**

IEP activities where job seekers are assisted by both a JSA and an IEP provider need to take into consideration what the JSA provider is contractually obliged to provide and what complementary activities IEP can provide.

#### **3.4.2 Community Development Employment Projects (CDEP) participants**

CDEP participants on income support can be referred to participate in IEP activities to complement the assistance provided by the CDEP provider.

CDEP participants in receipt of CDEP wages are encouraged to participate in IEP activities to assist them to gain sustainable employment.

## **4 Indicative activities**

### **4.1 Support for employment**

Employers and other organisations may receive assistance to:

- develop an Indigenous employment strategy for a workplace, industry or region
- engage with Indigenous communities and develop local and regional strategies to assist people into jobs and business
- encourage Indigenous Australians to take up training and employment opportunities such as work familiarisation courses
- provide on-the-job training and up-skilling for potential and current employees
- support traineeships, cadetships and apprenticeships
- provide accredited language, literacy and numeracy training
- offer work exposure opportunities and work experience
- deliver cross-cultural awareness training
- support new employees and their families including assistance to relocate
- provide and receive mentoring support and career guidance
- recruit, commence and retain Indigenous Australians
- contribute to the costs of employment through a wage subsidy

- provide work experience to Indigenous Australians undertaking tertiary qualifications
- recognise achievements in Indigenous employment and training and promote successful role models
- develop activities, products or community events that inspire or support participation in education and employment
- undertake occupational health and safety courses
- train personnel in culturally appropriate recruitment and workplace practices and train Indigenous Australians in human resource management
- develop marketing information sessions via local Indigenous newspapers, circulars or radio stations
- establish employer networks to promote business to business support, leadership, mentoring and business, philanthropic or community partnerships.

This assistance can be provided through a panel member, a package of financial assistance tailored to an organisations needs and/or through streamlined access to predesigned packages. These predesigned packages are outlined below.

#### **4.1.1 Indigenous Cadetship Support**

Indigenous Cadetship Support links full-time students undertaking a diploma, an advanced diploma, or their first undergraduate degree with employers who can give them work placements and ongoing employment once they complete their studies. Financial support is provided to employers to support each cadet.

Support for students study at a tertiary level is available as part of a tailored packages of financial assistance, or a predesigned product through the Indigenous Cadetship Support.

For more information on Indigenous Cadetship Support go to [www.deewr.gov.au/Indigenous](http://www.deewr.gov.au/Indigenous).

#### **4.1.2 Indigenous Wage Subsidy**

Indigenous Wage Subsidy provides an incentive to employers of eligible Indigenous job seekers of up to \$6600 for a full-time job and up to \$3300 for a part-time job (of at least 15 hours per week) over 26 weeks employment.

Generally the incentive provides a subsidy to employers of \$4400 over 26 weeks for full-time positions and a retention bonus of \$1100 at 13 and 26 weeks of employment. Part-time positions include a subsidy of \$2200 over 26 weeks and a retention bonus of \$550 at 13 and 26 weeks of employment.

Career Development Assistance of up to \$550 is also available for employers to access accredited training for Indigenous Wage Subsidy participants during the subsidy period.

Additional eligibility requirements are applicable. For more information on Indigenous Wage Subsidy and eligibility requirements go to [www.deewr.gov.au/Indigenous](http://www.deewr.gov.au/Indigenous).

### **4.1.3 CDEP Work Experience Subsidy**

CDEP Work Experience Subsidy (CWES) assists employers through the provision of a wage subsidy when they offer paid work experience to CDEP participants on income support. The subsidy is linked with the CDEP Work Readiness service stream and is funded through the IEP.

A wage subsidy is available to eligible employers who provide a paid work experience placement to a new CDEP participant for a minimum of 13 weeks. The subsidy is linked with the CDEP Work Readiness service stream and is funded through the IEP. The CDEP Work Experience Subsidy is managed by the Indigenous Employment Projects Team. The subsidy is available for up to twelve months.

CDEP participants are eligible for a minimum of 13 weeks and a maximum of 52 weeks program assistance in any 3 year period. This may be used as a continuous period up to 52 weeks or as blocks of non-continuous weeks, making up the 52 week program assistance.

Additional eligibility requirements are applicable. For more information on CDEP Work Experience Subsidy go to [www.deewr.gov.au/Indigenous](http://www.deewr.gov.au/Indigenous).

## **4.2 Support for business and economic development**

Indigenous organisations, business owners, communities and family groups may receive assistance to:

- start and run a business
- develop project management and business administration skills
- obtain financial literacy training
- obtain literacy and numeracy training to enable Indigenous business owners or managers to operate in a business environment
- enhance financial and governance management skills including training to enable Indigenous Australians to meet regulatory obligations
- obtain professional development opportunities including skills development training
- develop leadership and negotiation skills
- obtain tailored professional advice and support, for example financial management, developing partnerships or joint ventures
- participate in business mentoring, including business to business mentoring and building professional networks
- work with successful Indigenous entrepreneurs, leaders and community role models
- access procurement opportunities
- conduct feasibility studies
- develop and implement business plans and risk management plans

- develop culturally appropriate business tools, products, services or information to participate in business development opportunities and promote self employment
- assess community capacity to participate in business and economic opportunities
- scope potential business and economic development opportunities
- promote active engagement in economic development decisions impacting on communities and sound financial management practices
- support the development and implementation of community or regional development plans and other strategic initiatives
- obtain other professional services that assist business and economic development.

This assistance can be provided through a panel member, a package of financial assistance tailored to an organisations needs or through streamlined access to predesigned packages identified in Section 4.1 above and the Indigenous Business Support described below.

#### **4.2.1 Indigenous Capital Assistance Scheme**

The Australian Government, in partnership with Westpac Banking Corporation, provides eligible businesses with access to commercial finance loans ranging from \$20 000 to \$500 000 available over a three year period. Included in this assistance is financial support which provides:

- an interest rate subsidy declining each 12 months to a market rate at the end of three years to ease the cost of financing of Indigenous businesses
- a reimbursement of up to \$820 per load product of the bank's application/establishment fee(s) to encourage new lending applications, and
- a professional services subsidy of up to either \$15 000 or \$22 5000 (depending on the recipients location) to encourage Indigenous businesses to access accredited professional advice e.g. accounting, legal, financial.

For more information on Indigenous Capital Assistance Scheme go to [www.deewr.gov.au/Indigenous](http://www.deewr.gov.au/Indigenous).

#### **4.3 Workplace English Language and Literacy Program**

The Workplace English Language and Literacy Program (WELL) is a Language, literacy and Numeracy (LLN) administered by the department. The program provides workplace-based LLN training which is embedded in vocational training. It has been developed in consultation with employers and panel providers to ensure training is tailored to meet the needs of participants. WELL can also provide pre-employment training supported by LLN training when employers and job details are not yet known. WELL training projects are developed and delivered by registered training organisations.

## 5 Level of assistance

There is considerable variation in the type of projects that receive support under the IEP. Projects differ in the degree of complexity and the assistance provided differs accordingly.

Information on past projects and funding ranges is available at [www.deewr.gov.au](http://www.deewr.gov.au).

Note: initially information on this site will relate to projects approved under the previous Indigenous Employment Program. This information will assist applicants to complete their application for IEP assistance.

## 6 What IEP is unlikely to fund

The IEP is unlikely to fund projects with any of the following characteristics:

- funding resulting in a position being 100% subsidised
- projects that incur a cost to the Indigenous participants
- work undertaken prior to a contract being executed by the Department
- projects that replace or duplicate funding from other Australian, State, Territory or Local Government Agencies or Programs.
- positions in organisations that another Government department or organisation has been paying for but is no longer funding
- support for existing employees unless the support results in improved employment outcomes
- recurrent funding for the same project
- purchasing major assets like business premises or vehicles
- overseas travel, training or conferences, or funding advisers or trainers brought from overseas
- the set up or normal running costs of a business. This includes wages, vehicles, equipment and raw materials, and
- projects where the principal objective is to increase school retention with no link to employment (state government education systems receive funding to support school retention activities).

## 7 Applying for assistance

### 7.1 Initial enquiry

If an applicant is seeking assistance under the IEP or requires further information, contact the Indigenous Employment Hotline on 1802 102 or submit an Enquiry Form via email to the Department. The Enquiry Form can be accessed on [www.deewr.gov.au/Indigenous](http://www.deewr.gov.au/Indigenous).

Once the Department has been contacted, a series of questions will be asked to determine what assistance is appropriate. For example, we may ask:

- what the proposed activity is
- what outcomes the proposed activity will achieve
- where and when the proposed activity will be conducted, and
- the type of assistance being sought.

Following an initial enquiry (either via contacting the Indigenous Employment Line or submission of an Enquiry Form) the Department will be in contact to discuss the project idea further.

Discussions with the department may result in:

- referral to a suitable panel member or
- development and lodgement of an application or
- a referral to the most appropriate assistance offered by another program or agency or
- advice that IEP may not be suitable to fund the project proposal.

A service timeline of the application process is at Appendix 2.

## **7.2 Panel involvement in a project**

An applicant may be referred to one of two panels to assist with the development and implementation of a project. In instances where a panel member from either the Employment Panel or the Economic Development and Business Support Panel is well placed to support the project, the department may contract with the panel member to provide assistance.

The department may also seek consent to release relevant details of the application to panel members or other employment service providers. Providers can refer Indigenous Australians to employment projects.

# **8 How the department decides which applications to fund**

## **8.1 Overview of application process**

Once an application for funding has been received by the department, the application is considered against the following assessment criteria and current funding priorities. The department will be in contact if more information is required.

## **8.2 Assessment criteria**

To ensure that the objective of the IEP is met and value for money is achieved the following assessment criteria have been developed.

### **8.2.1 Contribution to IEP objective**

The department considers how the project will contribute to increasing Indigenous Australians employment outcomes and participation in economic activities. For more information on the IEP objective see Section 1. The department needs to know if a project will:

- encourage and support employers to provide sustainable employment opportunities for Indigenous Australians
- encourage and support Indigenous Australians to take up training and employment opportunities, stay in jobs and enhance their future employment prospects
- assist Indigenous communities, industry bodies and groups of employers to develop Indigenous workforce and economic development strategies that support local and regional economic growth, and/or
- assist Indigenous Australians to develop sustainable businesses and economic opportunities in urban, regional and remote areas.

### **8.2.2 Value for money**

The department considers whether each project represents value for money. In doing this, the department looks at expected results, funds requested for the project, and the contribution the applicant organisation will make to the project.

The Australian Government expects organisations to contribute to the cost of their projects. The contribution may not have to be cash and can include supply of labour, office services, office space, or financial contributions from other organisations for elements of the project that will not receive funding from the department.

### **8.2.3 Realistic and achievable outcomes**

The department assesses the likelihood of the projects stated outcomes being achieved.

The department will look at the capacity of the organisation to successfully manage the project and achieve the outcomes. The proposal should include details of how the project will be managed, and the skills and experience that the organisation have which will ensure success. The department may need to conduct a Financial Viability assessment of the applicant prior to project approval.

The department may also check references of key people who would manage the project. This is known as a Credentials Check.

The department will also assess whether the projects stated outcomes are realistic in the environment in which the project will operate.

### **8.2.4 Outcome for local community**

The department will consider the expected benefits of the project to the local Indigenous community. The application should show how the project will benefit the local community by creating a new business, expanding an existing business, or increasing the number of Indigenous Australians who are employed.

The application should outline how many new jobs the project would provide and also outline any other benefits for Indigenous communities that would result from the project.

### **8.3 Funding priorities**

In addition to applying the assessment criteria outlined above, the department will also consider if the project addresses any of the IEP's current funding priorities. Priority for funding will be given to projects that:

- result in ongoing jobs
- support employers who have not previously employed Indigenous Australian workers
- target unemployed Aboriginal and Torres Strait Islanders
- support business and economic development in limited labour markets
- support employers engaged with the Australian Employment Covenant, or
- deliver training that result in ongoing jobs.

Applicants should monitor the departments funding priorities as they may change from time to time.

### **8.4 Other funding considerations**

In most cases, projects should not be for more than 12 months but in some situations consideration can be given to projects that are up to two years duration. Longer-term proposals will be considered on a case by case basis and must be referred to National Office for consideration through the **Indigenous J & B NAT Mailbox**.

The IEP is unlikely to provide recurrent funding for the same project. Where recurrent funding is sought, the applicant organisation must demonstrate that the project will become sustainable without ongoing IEP funding or arrange funding from another source after the contract is completed.

Projects must clearly align to the stated IEP objectives, set out major activities that will be conducted, and be fair to everyone and not show favouritism. However, the project can target particular categories of people. Projects must be consistent with government legislation, policy and priorities.

Depending on available funds, the department may need to choose between proposals and will choose the proposals that meet the IEP objective and are the best value for money.

### **8.5 Information contained in the application**

Information in the application may be shared with other relevant Commonwealth, state, territory or local government agencies, other organisations and individuals, including those named in the form. The department does this to check statements against the objectives and criteria for IEP funding, to check the ability of the organisation to manage Commonwealth funds, and to gain more information on the project.

The department may seek advice on the proposal from other people, including outside experts. Applicants should identify any information to be treated as commercial-in-confidence or confidential. The department will consider any requests to treat information

as commercial in confidence or confidential, but cannot guarantee that it will not be disclosed to others if the department decides that is necessary for the decision on funding to be properly considered.

In administering the IEP, the department is bound by the provisions of *The Privacy Act 1988*. Section 14 of *The Privacy Act 1988* contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information. Persons, bodies and organisations can be contracted by the department to assist in the implementation or administration of the IEP. During the course of the IEP they will collect and handle personal information. They must therefore abide by the IPPs of the Act.

Applicants need to be aware that the department is required to publish some information regarding the financial assistance under the IEP to meet parliamentary requirements. This may involve information about the project being tabled in parliament or reported on Government websites. Please contact the department if any clarification is needed regarding this requirement.

## **8.6 Next steps**

The department will contact the applicant if the application is successful. . The next step will involve the signing of an appropriate Funding Deed. The project is unable to commence until the Funding Deed is signed by both yourself and the department. Once the Funding Deed has been signed by both parties, it is considered to be a contractual arrangement with the department.

Where a proposal does not meet the standards or is not approved, the department will offer feedback on the proposal and may suggest ways to improve the project proposal. This does not mean that the department will fund the project later, however the department may consider revised applications.

If you are not satisfied with the decision by the department on your application you may ask the department to review its decision.

# **9 Contracting with the department**

## **9.1 Contracting overview**

After the contract has been signed by the applicant organisation and the department, the project can commence. The department will provide advice on the ongoing contact person for the project. This person is the Project Account Manager and should be contacted if there are any concerns about managing the project.

If a contract or Funding Deed with the department has been executed, the performance in achieving the activities in the contract will be monitored by the departmental Contract Manager. This will help all parties work together to maximise successful employment and business related outcomes for Indigenous Australians.

## **9.2 Elements of a contract**

Each funded organisation should have its own practices and procedures to ensure it meets its obligations under the contract. This will include maintaining evidence that the obligations have been met. Additionally, evidence may be required when submitting claims for payment.

All parties must comply with the Dispute Resolution provisions in the contract or Funding Deed before initiating any legal proceedings. However, if the conflict is not resolved legal proceedings may be initiated by either party.

All funded organisations will be required to obtain and maintain the insurance specified in the contract or Funding Deed. In addition, the department has purchased additional insurance that will cover participants undertaking unpaid work experience.

### **9.3 Monitoring projects**

The department will undertake regular monitoring of projects. This is to ensure that organisations fulfil the requirements in the contract and to check progress against anticipated outcomes for the project. Monitoring can involve personal visits, telephone calls, or paper-based/ desktop monitoring.

### **9.4 Payments and reporting of funding**

The contract with the department may specify a funding timetable or funding schedule. The payments made will depend on the agreement negotiated with the department. The payments for IEP projects/activities reflect its objectives and are based on the attainment of specified outcomes.

While all IEP funding agreements are tailored to particular needs they will generally include a range of common employment, business and economic development outcomes. Common payments include commencement of participants into employment or training, employment outcomes at 13 and 26 weeks or may be paid once a progress or final report is received and accepted by the department.

Funded organisations should ensure they submit their claims in a timely fashion. Payments will only be made on receipt of a correctly completed tax invoice and compliance with the terms and conditions of the Funding Deed or contract.

An acquittal is evidence that funding has been expended for the purposes for which it was provided and in accordance with the contract or agreement. Funds are acquitted to ensure contractual compliance, effective and efficient cash management, and accountability for the use of taxpayer funds. All funding must be acquitted to the department's satisfaction.

### **9.5 Debt recovery**

An overpayment occurs if a provider has received payment to which they were not entitled, or has failed to acquit a payment. Overpayments can be recovered by reducing future payments or a formal debt recovery process.

Where a debt is identified, the department will notify the funded organisation and advise them of the debt and their contractual obligation to repay the debt. The notification also advises that a Debt Notice detailing repayment options will follow.

### **9.6 Project closure**

At the end of a project the department undertakes a contract closure process where funded organisations may be requested to ensure that final reports, final payments, acquittals, debt recovery, reviews, evaluations or any other action required is completed in order to officially close the contract.

## 9.7 Contract variation

Over the life of a contract or Funding Deed, the terms and conditions of that contract may require modification leading to a contract variation.

A contract variation may be required if an organisation changes any of its details. Please advise the Departmental Contract Manager if this occurs to ensure the appropriate action is taken.

## 10 What else do I need to know?

### 10.1 Conflict of interest

Conflict of interest is defined as a situation where a staff member has, or could be perceived as having, a **personal interest** in a matter that is the subject of a decision or duty of the staff member. A **personal interest** is a direct or indirect, past, current or planned future involvement and includes financial, management, organisational membership, or any other interest by the staff member or by a business associate, family member or friend of the staff member. a

If there are any concerns about a conflict of interest please contact the department.

The department seeks to ensure that there is no actual conflict of interest, or a perception of a conflict of interest, when IEP contracts are negotiated.

### 10.2 Privacy, disclosing personal information and FOI

Once a contract or Funding Deed has been signed, compliance with the following documents is required:

- the Information Privacy Principles set out in section 14 of the *Privacy Act 1988* and specified in Schedule 4 [Information Privacy Principles] and
- policy guidelines issued by the Commonwealth Privacy Commissioner.

The contract will provide all relevant detail relating to protection of personal information and access to records.

### 10.3 Ministerial announcements, launches

In some cases the Minister for Education, Employment, Workplace Relations and Social Inclusion or other relevant Ministers may want to make a public announcement or be involved in launches of particular projects. Funded organisations may be asked to assist with this.

Successful applicants are required to advise the department at least 20 business days in advance of upcoming promotional events (e.g. launches, graduations and visits). The Minister must be invited to all such activities. The Minister may nominate a representative on their behalf. Departmental staff may also attend.

It is not appropriate for organisations to invite a representative, such as a local Member of Parliament, to attend such a launch or function without prior agreement from the Ministers office (which must be sought via the department).

#### **10.4 Relevant legislation**

Funded organisations must comply with any relevant legislation as specified in the contract or Funding Deed.

#### **10.5 Acknowledging Government funding**

Organisations are required to acknowledge the funding from Government when promoting or speaking about projects.

Organisations must ensure that all advertisements, promotional activities (such as pamphlets, other publicity or fundraising events) and any other public relations matters are consistent with these Guidelines and the Funding Deed. As a minimum all publicity material should include the following words: *'Funded by the Australian Government'*

#### **10.6 Publicity consent by participants**

Prior to a funded organisation publishing any participants name or image, written consent must be given by the participant.

#### **10.7 Customer and provider complaints**

All parties must comply with the Complaints provisions in the contract or Funding Deed.

To register a complaint in relation to the IEP please contact the Customer Service Line on 1800 805 260.

### **11 Contact us**

Further information on the IEP is available from the Indigenous Employment Line on 1802 102.

Departmental contact information is available under the Contact Us information on the department's website at [www.deewr.gov.au](http://www.deewr.gov.au).

## **Appendix 1 Assistance available from other sources**

The IEP interacts with a number of different services and initiatives that are outlined below.

### **Job Services Australia**

Job Services Australia is the largest provider of employment services for Indigenous Australian job seekers. Job Services Australia provides job seekers with personalised help, targeted services and access to training opportunities and work experience in areas of skill need. Job Services Australia also provides help for employers to find the workers that have the skills they need.

Job Services Australia may make referrals to complementary assistance provided by the IEP.

Further information on Job Services Australia can be found at [www.deewr.gov.au/Employment](http://www.deewr.gov.au/Employment).

For further assistance, job seekers, employers, Job Services Australia providers, government agencies (including Centrelink) and members of the public, should contact the: Indigenous Employment Line 1802 102

### **Indigenous Business Australia**

IBA's role is to create opportunities for Indigenous Australians and communities to build assets and wealth. It does so as an integral partner within the Australian Government's overarching Indigenous Economic Development Strategy (IEDS).

The whole-of-Government objective in service delivery is to foster economic independence and home ownership among Indigenous Australians. To achieve this, IBA works closely with the private sector and local community groups.

IBA offers a range of programs designed to develop initiatives for long term asset accumulation that includes IBA Homes, IBA Enterprises, IBA Partnerships and IBA Investments.

For online information on the IBA, refer to: [www.iba.gov.au](http://www.iba.gov.au).

### **Community Development Employment Projects**

CDEP operates in remote areas and provides work-readiness training and work experience. It also supports community development projects and builds the capacity of Indigenous organisations and communities. IEP projects complement CDEP services which may make referrals to IEP projects.

The CDEP program continues to operate in communities where there are limited economic opportunities and CDEP ceased in areas where established economies were in place on 1 July 2009.

For online information on CDEP, refer to: [www.fahcsia.gov.au/sa/indigenous](http://www.fahcsia.gov.au/sa/indigenous).

### **Community Support Service**

FaHCSIA administers the CSS. The service has been established to support Indigenous community members and their families. CSS offers support by providing links or referrals to a range of mainstream and Indigenous services, such as welfare and social support, family violence, health including drug and alcohol services, housing, child care and legal services.

Services will be available in selected urban and regional locations with a significant Indigenous population including capital cities, major regional centres and some smaller regional communities.

For online information on CSS, refer to: [www.fahcsia.gov.au/sa/indigenous](http://www.fahcsia.gov.au/sa/indigenous).

### **Australian Employment Covenant**

The Australian Employment Covenant (AEC) is a national industry-led initiative which will bring Australians together to break the vicious cycle of unemployment and poverty amongst Indigenous Australians.

The AEC is an initiative between Indigenous Australians, Australian Employers and Government and advocates a 'learn or earn policy' for all Australians who have the capacity to work. Nowhere is this more critical than to those members of the Indigenous community who currently exist on welfare.

The focus begins with 50 000 jobs for Indigenous people, training tailored specifically to meet employers specifications and 50 000 workplace mentors to ensure new workers continue their development in the job.

For online information on the AEC, refer to: [www.fiftythousandjobs.com.au](http://www.fiftythousandjobs.com.au) or AEC hotline (08) 6460 4949 for more information and/or registration.

### **New Enterprise Incentive Scheme**

The New Enterprise Incentive Scheme (NEIS) provides a range of services to assist eligible unemployed people to start and run a small business. This assistance includes:

- access to accredited small business management courses
- business advice and mentoring, and
- NEIS Allowance or income support.

= For online information on NEIS, refer to:

<http://www.deewr.gov.au/Employment/JSA/EmploymentServices/Pages/NEIS.aspx>.

### **Remote Enterprise Centre (NT, Qld, SA and WA)**

The Remote Enterprise Centre is based in Alice Springs. It provides a range of services designed to link remote small and medium enterprises to new ideas, technologies and markets. The Centre supports businesses in remote regions of the Northern Territory, Western Australia, South Australia, New South Wales and Queensland.

For online information on the REC, refer to: [www.enterpriseconnect.gov.au](http://www.enterpriseconnect.gov.au).

### **Innovation Fund**

The Innovation Fund is designed to address the needs of the most disadvantaged job seekers. It provides funding for projects that will foster innovative solutions to overcome barriers to employment which these job seekers face.

The projects are designed to assist disadvantaged job seekers, including Indigenous Australians, people with mental health conditions, the homeless or those at risk of

homelessness, and people from jobless families or who are living in areas of entrenched disadvantage.

For online information on the Innovation Fund, refer to:

<http://www.deewr.gov.au/Employment/JSA/Pages/InnovationFund.aspx> .

### **Aboriginal Employment Strategy**

The Aboriginal Employment Strategy (AES) is funded under the IEP. The AES is a not-for-profit organisation that specialises in placing and mentoring Indigenous Australians into employment. The AES works with Aboriginal people who want to make a change in their lives.

For online information on the AES, refer to: [www.aboriginalemploymentstrategy.com.au](http://www.aboriginalemploymentstrategy.com.au).

**Jobs Fund** The Jobs Fund is an Australian Government initiative under the Jobs and Training Compact. It is a discretionary grants program which: commenced 1 July 2009, and ends 30 June 2011.

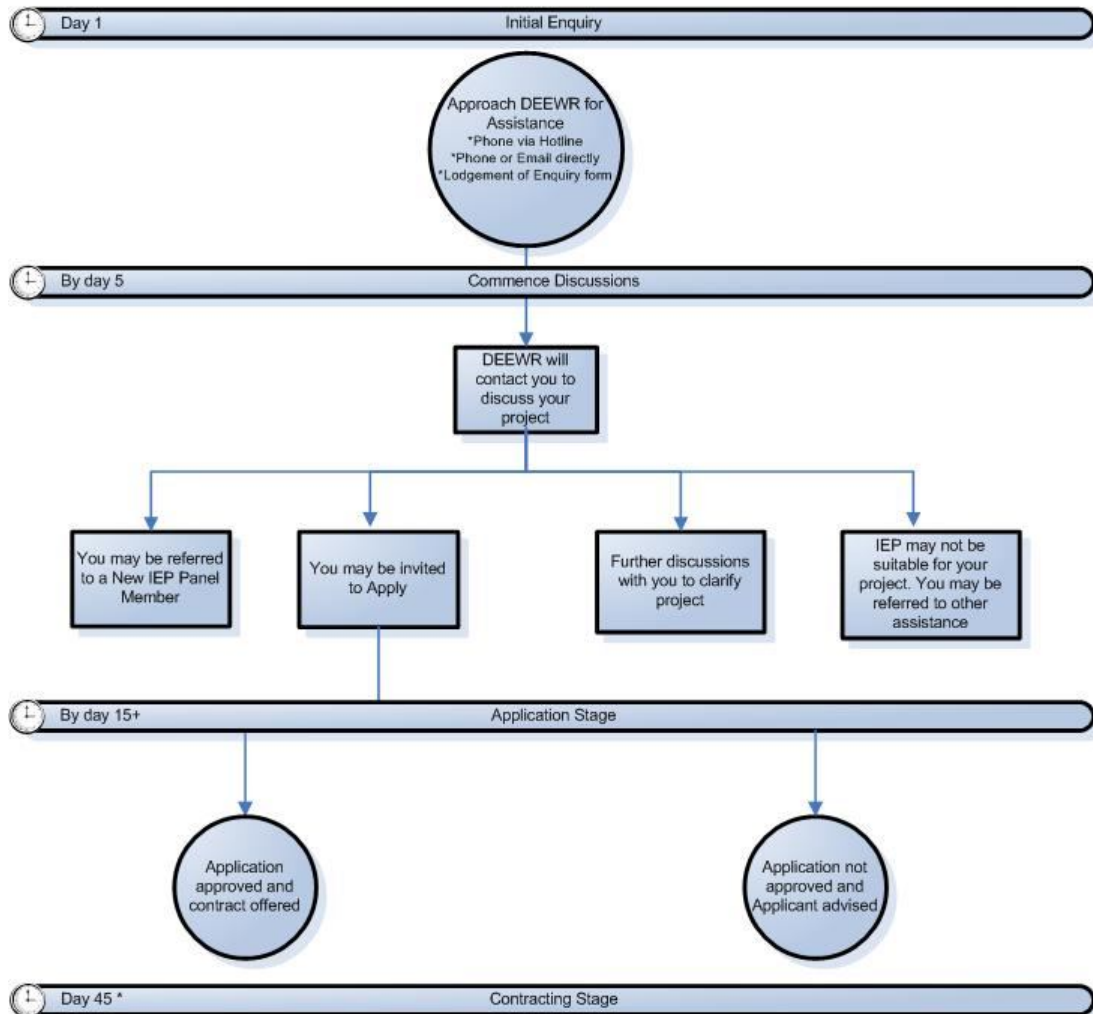
Funding is in the form of one off grants of up to \$2 million. The money is used to support the delivery of innovative projects to maximise job and training opportunities in local communities, and deliver positive environmental, heritage and social outcomes.

For online information on the Jobs Fund, refer to:

[www.deewr.gov.au/employment](http://www.deewr.gov.au/employment).

Appendix 2 Application process timeline

**Service Timeline for dealing with enquiries for assistance**



+ Please note that this timeline relates to actions undertaken by the Department and does not take into account Applicant response time to requests for further information or time taken to submit an application.

\*Timelines may vary depending on the complexity of projects. 'Days' refer to business days