



Creating Queensland jobs and enhancing our environment

Queensland's
*green***ARMY**



Work placements

Guidelines for funding
June 2009

www.greenarmy.qld.gov.au



Queensland
Government

What is Queensland's Green Army?

Queensland's Green Army is a new program that aims to create new jobs that will enhance our natural assets, strengthen our tourism industry and promote increased environmental awareness.

Queensland's Green Army is all about local people improving their local communities. Grants will be awarded to community organisations and government bodies throughout Queensland to employ people on Green Army Work Placement projects that have an environmental focus and lasting community benefit.

The Queensland Government is investing \$57 million over three years from July 2009 to create 3,000 jobs in the Green Army. There will be 2,300 Green Work Placements and 700 Green Traineeships available throughout the state. The program is managed by the Department of Employment, Economic Development and Innovation (DEEDI) and being delivered under the department's *Skilling Queenslanders for Work* initiative.

Why is it needed?

As the global financial crisis continues the outlook for the domestic economy is one of slowing economic growth and rising unemployment. The Queensland Government is committed to keeping people in jobs, creating new jobs and assisting those displaced through no fault of their own.

By assisting more people into work, Queensland's Green Army will play a critical role in maintaining skills development, increasing the labour force participation of marginalised members of the community and creating jobs designed around the needs of jobseekers and local labour markets.

By investing in our human and natural resources now Queensland will be ready to move forward with strength when the international economy stabilises.

Who can apply for funding?

Organisations eligible for funding include:

- community based not-for-profit organisations
- local government authorities
- education and training providers
- unions, industry and employer bodies.



Funding is not available for individuals. Other organisations may be considered for funding at the discretion of the department where a case can be proven that a Government priority cannot be met by eligible organisations.

Partnership arrangements between organisations are strongly encouraged. Organisations that do not meet the eligibility criteria are encouraged to participate in Queensland's Green Army by forming a partnership with an eligible organisation.

Projects must be delivered at no cost to participants.

Who is eligible?

Queensland's Green Army will primarily target Queensland residents from the following priority assistance groups:

- long-term unemployed people or those at risk of experiencing long-term unemployment
- young people aged 15 to 24 years
- recently retrenched workers who have been out of work for three months or more
- out-of-trade apprentices.

A database has been established for people to register their interest in joining the Green Army. Organisations will use the register as their primary source to recruit in their local area. Selection of participants is at the discretion of the organisation, subject to the above criteria and in consultation with DEEDI.

What type of assistance is available?

Organisations can receive funding to deliver Green Army projects of up to six months duration that meet the strategic environmental priorities of the Government.

Green Army projects must offer assistance tailored to suit the needs of the target group and the local labour market. The project must include the following:

- an initial up-front assessment to identify the skills and abilities of individual participants
- project delivery
- post-participation support for up to six months.

Green Army Work Placements are a valuable employment assistance measure providing paid employment on projects throughout Queensland and may include:

- restoring national parks
- revegetation and regeneration
- weed clearing
- restoring degraded beaches, riverbanks and foreshores
- building and repairing boardwalks
- refurbishing parks
- landscaping using native plants
- improving public spaces
- constructing bikeways and footpaths
- working in visitor information centres
- working in recycling and waste management.

What are Queensland's Green Army work conditions?

Organisations offering Green Army Work Placements are the employer and funding is primarily to meet project participant wages. Work Placement participants can be employed full-time or part-time and are paid wages according to the *Community Jobs Plan Employees' Conditions Order*. Work Placement participants also receive superannuation benefits in line with the Australian Taxation Office requirements.

Green Army Work Placements allow participants to get back into the cycle of work, restore self-esteem and practice new skills in a work environment in order to maximise employment opportunities.

Green Army Work Placement participants undertake a mix of supervised work and training based on

the State Training Wage Award. There are three wage levels – A, B and C – that apply to the work activities undertaken during the work placement. For wage level determinations contact the Queensland Government's wage and information service Wageline on 1300 369 945.

All Green Army Work Placement participants must complete the following four compulsory training competencies from the Work Placements Course of Instruction:

- Social and Work Environment
- Workplace Health and Safety
- Problem Solving and Planning Strategies
- Job Search and Career Planning.

A range of elective competencies can also be undertaken. A qualified workplace assessor or registered training organisation (RTO) must assess the participants against the competencies in the training program.

Are there any specific project requirements?

Organisations offering Green Army Work Placements must ensure that:

- participants do not displace existing employees, including volunteers
- a diverse range of work experiences and opportunities for training and skills acquisition is offered as part of their employment
- an appropriately qualified supervisor is engaged to oversee the work carried out by participants and undertake skills assessments of participants against identified tasks. The supervisor must be a dedicated resource. Where existing staff are employed as supervisors they must be formally released from their normal duties.
- Individual projects are 13 to 26 weeks duration (full-time equivalent).





Organisations can submit an application to deliver a range of Green Army Work Placements projects over a defined period and must be able to demonstrate the capacity to undertake this commitment. These may be discrete, separate projects within an identified area or they may be linked in some way. The need for a range of projects may be in response to an ongoing identified regional priority for employment assistance.

Can additional accredited training be delivered?

Accredited training allows individuals to develop their skills and abilities and undertake competencies from nationally recognised qualifications.

Additional accredited training on a Green Army Work Placement project is encouraged, but should preferably be delivered all on-the-job and negotiated with DEEDI. If it is agreed that any additional training can be integrated into the project, learning outcomes must be identified on the Training Plan.

In order to deliver accredited training on a Green Army Work Placement project organisations must ensure that:

- a registered training organisation delivers the training

- the training is reported in accordance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)
- recognition of prior learning is offered to all participants upon enrolment and prior to the commencement of formal training delivery.

Funding for accredited training through the Green Army Work Placements cannot be used for participants who have received funding to access the same accredited training from other State or Commonwealth Government sources.

What is post-participation support?

Post-participation support refers to assistance or support that participants may require for up to six months following the project's completion.

The level of support will vary for each individual participant. Post-participation support is instrumental in assisting participants to achieve employment, retain employment or undertake further education and/or training.

Support should include maintaining regular contact with participants to monitor progress in achieving desired outcomes and assistance with employer referrals and networking.

What are the expected outcomes?

Organisations will be required to specify employment and further education or training targets to be achieved through the Green Army Work Placement project. Outcome targets will be negotiated as a condition of the grant and include:

- full-time employment—more than 25 hours per week in a permanent, temporary, casual or self-employed capacity
- part-time employment—less than 25 hours per week in a permanent, temporary, casual or self employed capacity
- enrolment in an accredited vocational education and training course to gain a qualification.

Organisations will be assessed on the outcomes achieved against those specified in their application. Outcomes specific to other strategic environmental priorities of the Government may be negotiated.

How are grant applications assessed?

Grant applications are evaluated by locally-based Community Jobs Priorities Committees comprising representatives from community, industry, government, industrial unions as well as Indigenous and youth representatives. The role of these committees is to discuss, prioritise and recommend to the department grant applications for consideration. From time to time, the department may also convene other committees to assess grant applications for funding for other strategic environmental priorities of the Government.

Priority will be given to grant applications that:

- are Queensland Government environmental or conservation initiatives and/or are on Queensland Government owned or controlled public access land
- are on public access land that is owned or controlled by local government
- provide innovative environmental responses to recycling, water management, land management and renewable energy technologies that will benefit the local community
- demonstrate significant leveraging from other sources.

Applications are also assessed against the following criteria (including but not limited to):

Criteria	Components	Description
Capacity to manage the project	Project Management	• Capacity of organisation to deliver and manage the project
	Experience	• Relevant experience in managing government grant funds and delivering similar projects
	Project Supervision	• Engagement of a suitably qualified supervisor and other experienced staff with relevant skills
	Target Group	• Experience in delivering similar assistance to the specific target group
	Recruitment Strategies	• Identified strategies to recruit participants from the identified target group
Servicing community needs	Local Network Involvement	• Evidence to support strong community presence within local area e.g. local knowledge, fostered networks and relationships, strong links with industry
	Community Benefit	• Long-term benefit to the community – visible and/or long-term impact on community infrastructure or services and the local environment
	Community & Industry Support	• Extent of involvement in the project by local community stakeholders, employers, industry, service providers etc
Strategies to assist participants	Accredited/Non-Accredited Vocational Training	• Assessment of the effectiveness of the component for participants and relevance to local labour market needs
	Work Placement	• Assessment of the effectiveness of practical on-the-job work skills gained and relevance to local labour market needs
	Customised Assistance	• Assessment of the effectiveness of other identified employment assistance, skills development and support measures
	Target Group Needs	• Capacity to meet the needs of the target group in the geographical area
	Links to Other Programs or Services	• Extent of linkages with existing training programs, other local initiatives, support services or other funding programs
Strategies to achieve outcomes	Projected Outcomes	• Level of employment and further education or training outcomes forecast
	Previous Performance	• Demonstrated evidence of the organisation's ability to achieve forecast outcomes
	Job Search and Post-placement Support	• Details of job search activities and placement assistance to be provided e.g. resume preparation, simulated interviews. Details of post-placement support.
	Labour Market Needs	• Capacity to meet skills shortages and local labour market needs. Extent of support from local employers, industry, Job Services Australia providers etc that will contribute to sustainable employment outcomes
Cost/value for money	Cost Effectiveness	• High quality overall cost-effectiveness of the project, including factors such as total funding sought, length of project, number of participants, anticipated outcomes and vocational education and training to be delivered (training cost per hour)
	Complementary Funding	• Level of complementary funding and assistance accessed from other sources

Appeals

Feedback is available on request for any unsuccessful grant applications from your local DEEDI regional office. Organisations may request a review of a funding decision by lodging an appeal in writing to: Director, Policy, Coordination and Support, Employment and Indigenous Initiatives, Department of Employment, Economic Development and Innovation, GPO Box 69 BRISBANE QLD 4001.

Organisations will be notified of the outcome of the appeal within 15 working days from the receipt of the appeal.

What is the application process?

Organisations must develop their draft proposal in consultation with their local DEEDI regional office.

Applications must be submitted using the Queensland's Green Army Application Form. Only information contained in the application will be considered when making a final determination. DEEDI will not infer missing or incomplete information into an application.

DEEDI generally has two major funding rounds each year. It is preferable that applications are submitted as part of these funding rounds, however projects that address an emerging employment assistance need can be considered separately to the funding rounds.

What can project funds be used for?

Grant funds are available for costs directly associated with the delivery of the project, and can be used for the following eligible costs:

- staff costs – wages and on-costs for project coordinator and other delivery staff, contribution towards project administration or other staff
- administration costs – rent, accommodation, office costs, telephone, postage, advertising, travel, insurance fees and auditing fees
- training costs (where it can be demonstrated that these costs cannot be met from other funding sources) – provider's fees, trainer costs, materials or equipment costs, student enrolment fees
- travel costs
- materials costs
- an allocation for a management fee to contribute towards the operating costs of the organisation. This fee should not exceed 5% of the total grant amount.

Funding received from other sources must also be disclosed.

What are the funding conditions?

If the grant application is successful, the following funding conditions will apply:

- organisations must enter into a Memorandum of Agreement with the Queensland Government (represented by DEEDI) and adhere to the terms and conditions of the agreement
- funds must be spent on the project as described in the application.

You can view the *Skilling Queenslanders for Work* Memorandum of Agreement which will be used for Queensland's Green Army at:
www.deir.qld.gov.au/employment/providers/toolkit/

What is the contract term?

Organisations that have not delivered an employment program with DEEDI previously, and are successful in receiving a grant as part of Queensland's Green Army, will be offered a contract of up to 12 months duration.

An option to extend a contract period for a further 12 months may be available, at the discretion of DEEDI, where organisations can demonstrate that there is an ongoing demand for employment services.

Long-term contracts of up to three years may be offered to organisations that have a proven capacity to deliver employment projects, met identified performance measures and strong evidence of an ongoing demand for employment services.

Organisations contracted for 12 months or more will be subject to satisfactory completion of an annual review which will be a condition of the release of the following year's funding.

How are grant funds paid?

Generally, grants are paid in instalments. A payment is made once the Memorandum of Agreement has been executed, and no sooner than 30 days prior to the commencement of the project.

Subsequent payments are made upon lodgement of the requirements of the funding agreement and on acquitting expenditure of 80% of previous payments.

Further information

If you require further information, please contact your local Department of Employment, Economic Development and Innovation regional office on **1800 249 215**.