



Australian Government

**Department of Families,
Housing, Community Services
and Indigenous Affairs**

Part A:

Economic Development and Participation Program Guidelines

Preface

These guidelines provide the framework for the implementation and administration of Program 7.1, Economic Development and Participation.

The Australian Government Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA or the Department) has a suite of documents (the **Program Guidelines Suite**) which provide information relating to the Program. They provide the key starting point for parties considering whether to participate in the Program and form the basis for the business relationship between FaHCSIA and the funding recipient.

They are:

- **Part A: Program Guidelines** provides an overview of the Program and the Activities relating to the Program;
- **Part B: Information for Applicants** provides information on the Application, Assessment, Selection and Complaints processes; Financial and Funding Agreement arrangements.
- The **Application Form** which is completed by applicants applying for funding during a selection process if there is one. Information on application processes will be available on the [FaHCSIA Website](http://www.fahcsia.gov.au/grantsfunding/currentfunding/Pages/default.aspx) at: www.fahcsia.gov.au/grantsfunding/currentfunding/Pages/default.aspx.
- **Part C: Application Information** provides specific information on the Activity, Selection Criteria, Performance Management and Reporting. This part should be read in conjunction with the Funding Agreement's [Standard Terms and Conditions](#).

The funding amounts provided in Part A include departmental and administered funding and are based upon Portfolio Budget Statements 2012-13.

FaHCSIA reserves the right to amend these documents from time to time by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments.

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Information about Program 7.1, Economic Development and Participation

1 Program Overview

The Australian Government together with the States and Territories, through the Council of Australian Governments (COAG), has set specific targets to end Indigenous disadvantage. Investments are being made across Australia in early childhood, schooling, health, housing, jobs, safety and governance and leadership.

As the lead agency in Indigenous Affairs, FaHCSIA is responsible for whole of government leadership, coordination and policy advice in relation to closing the gap in Indigenous disadvantage.

Under *Outcome 7: Indigenous* the aim is to assist in closing the gap on Indigenous disadvantage with improved wellbeing, capacity to participate economically and socially and to manage life transitions for Indigenous Australians through Indigenous engagement, coordinated whole of government policy advice and targeted support services.

Under *Program 7.1, Economic Development and Participation* the aim is to support a range of activities and services that aim to improve the capacity of Indigenous Australians to participate in the economy.

From 1 July 2013, the Program consists of two components, the Community Development Employment Projects (CDEP) Scheme and the Remote Jobs and Communities Program – Community Development Fund (CDF).

In the 2012-13 Budget, the Australian Government announced significant reforms to employment, participation and community development services in remote Australia to help more people get into jobs and participate in their communities and to better meet the labour needs of employers.

From 1 July 2013, the Community Development Employment Projects (CDEP) program, Job Services Australia, the Disability Employment Service, and the Indigenous Employment Program will transition to the new Remote Jobs and Communities Program. The Remote Jobs and Communities Program will provide a more streamlined and flexible employment and participation service in 59 remote regions across Australia. CDEP participants in these regions will be transitioned to Remote Jobs and Communities Program providers. To ensure a smooth transition for these participants to the new arrangements, CDEP providers who are not the lead Remote Jobs and Communities Program provider will be extended for two months and in exceptional circumstance for an additional two months.

The Australian Government recognises that a number of CDEP participants reside outside the Remote Jobs and Communities Program remote regions. In these locations, CDEP providers will be extended for up to 12 months, ensuring the continuation of CDEP wages and providing confidence of successful transition with no disruption to CDEP participants.

CDEP participants in the Remote Jobs and Communities Program remote regions and non-remote locations will have access to CDEP wages, as long as they are eligible, until 30 June 2017.

The Government also recognises the important role CDEP providers have played in fostering community and economic development and social cohesion. To support them into the future, CDEP organisations in remote and non-remote regions will be offered expert advice on business planning and structuring, governance support and financial and legal advice.

1.1 Program Outcomes

Program 7.1 Economic Development and Participation supports a range of activities and services that aim to improve the capacity of Indigenous Australians to participate in the economy.

1.2 Objectives

The objective of the CDEP Scheme is to provide CDEP wages to participants engaged in CDEP-type activities. The extension of wages until 30 June 2017 recognises that some people have been receiving CDEP wages for some time, and continuity of CDEP wages provides stability and certainty until they move into employment.

The objective of the Remote Jobs and Communities Program – Community Development Fund (CDF) is to support social and economic development and participation of Indigenous persons, Indigenous communities and jobseekers in the RJCP regions.

2 Responsibilities and accountabilities under the program

The following information sets out the responsibilities and accountabilities of FaHCSIA, the funding recipients or applicants seeking to apply for funding in the course of a funding round and the role of the Minister.

2.1 FaHCSIA responsibilities and accountabilities

Under this Program, FaHCSIA, through the relevant program delegate(s) is responsible for:

- identifying suitable service provider(s) to deliver the activity/activities
- providing clear and concise advice to the service provider(s) in relation to the program
- working in partnership with the service provider(s) to ensure the program is implemented
- providing support and assistance to the service provider(s) and contributing to the provision of effective, efficient, economical and ethical services to the community
- providing constructive feedback to the service provider(s)
- providing the service provider(s) with a clear and concise Funding Agreement and ensuring the service provider(s) is/are accountable to Government in the terms agreed to in the Funding Agreement
- administering the operation of the program, including the sub-activities, in a timely, accountable and efficient manner
- ensuring the outcomes contained within the program guidelines are being met; and
- evaluating the performance of the service provider(s) against the program outcomes.

2.2 Service provider responsibilities and accountabilities

Under this Program the service provider(s) will be responsible for the following:

- meeting the obligations and accountabilities as stated in the Funding Agreement between FaHCSIA and the service provider(s)
- ensuring Indigenous Australians have equal and equitable access to services
- complying with all relevant legislation
- providing quality services that are effective, efficient and appropriately targeted
- working collaboratively to deliver the program, including the relevant sub-activities
- contributing to the overall development and improvement of the program such as implementing best practice strategies in service design and delivery and information sharing
- conducting the service consistent with any Code of Conduct that may apply within the program; and
- providing a complaints handling mechanism.

2.3 Role of the Minister

The Minister for Families, Community Services and Indigenous Affairs has overall responsibility for this Program. Where authorised, funding decisions may be made by FaHCSIA delegates in accordance with the delivery strategy of these Activities.

3 Risk management strategy

Where relevant, the service provider(s) is subject to a financial viability check and risk management assessment prior to negotiating a Funding Agreement with FaHCSIA.

Monitoring of service delivery focuses on addressing areas of risk that have the most impact on the Program outcome.

As part of the overall risk management strategy for *Program 7.1, Economic Development and Participation*, FaHCSIA requires service provider(s) to:

- identify and document any risks in delivering services related to the Program
- identify and document risk control strategies and
- implement adequate and effective policies and procedures to manage risks and achieve the control strategies through the funding period.

In accordance with the FaHCSIA Common Business Model, Funding Agreements are managed within a risk management framework. Under the Common Business Model funding recipients are asked to identify low, moderate, high and extreme risks with appropriate treatments identified. Risks are assessed in regard to governance, financial management, viability, performance management and issues management.

3.1 Financial Reporting

Program 7.1, Economic Development and Participation is managed to ensure the efficient, ethical, economical and effective use of public monies. This is consistent with best value in social services principles and the FaHCSIA Funding Agreement. The Program aims to maintain viable services and act to prevent fraud upon the Commonwealth.

Funding must only be used for the purposes for which it was provided.

3.2 Evaluation

Service provider(s), or other funded organisations, are required to report information through regular reporting milestones as outlined in the Funding Agreement. Providers will be notified if any information additional to the reporting milestones is required or if information is needed specifically for evaluation purposes.

FaHCSIA may undertake or commission a review or evaluation of the program/activities. FaHCSIA will give reasonable notice to the service provider(s) of any review or evaluation process.

Evaluation strategies will include an assessment of improved access and outcomes for Indigenous people.

4 Program Performance Framework and Reporting

FaHCSIA assesses the performance of *Program 7.1, Economic Development and Participation* against the reporting framework, including timelines, as outlined in the Funding Agreements associated with the Program Activities.

The performance of the Program, and its reputation, is dependent on the operation of the service provider(s). It is critical that open and cooperative relationships are fostered between FaHCSIA and the service provider(s).

Where appropriate, FaHCSIA will implement a feedback process to encourage regular dialogue, which keeps both parties informed about operational, performance or other issues that may affect the Program as they arise.

The service provider(s) will contribute to this process by providing FaHCSIA with information on key learnings and emerging issues.

4.1 Performance management and evaluation

FaHCSIA will primarily assess the performance of *Program 7.1, Economic Development and Participation* through the key performance indicators identified in the individual Activity's Funding Agreements.

Achievements against performance requirements may be reported in the Portfolio Budget Statements and the Annual Report. Other administrative or management information may also be reported internally within FaHCSIA.

4.2 Performance framework and reporting

The performance framework will, where relevant, examine Activity outcomes against the following:

- are the outcomes in the Funding Agreements being achieved?
- how well is the activity being delivered against the requirements stated in the Funding Agreements?
- how much is being done compared to the scope identified in the Funding Agreements?

Information about the Components and Activities

5 Program Components

The Program consists of two components, the Community Development Employment Projects (CDEP) Scheme and the Remote Jobs and Communities Program – Community Development Fund (CDF).

5.1 Activities

Community Development Employment Projects (CDEP) Scheme

The Australian Government recognises that many long-term CDEP participants face considerable barriers to employment. The Australian Government is extending CDEP wages via the CDEP Scheme until 30 June 2017 for all eligible CDEP participants.

The objective of the CDEP Scheme is to provide CDEP wages to participants engaged in CDEP-type activities. The extension of wages until 30 June 2017 recognises that some people have been receiving CDEP wages for some time, and continuity of CDEP wages provides stability and certainty until they move into employment.

From 1 July 2013, the Community Development Employment Projects (CDEP) program, Job Services Australia, the Disability Employment Service, and the Indigenous Employment Program will transition to the new Remote Jobs and Communities Program. CDEP participants in these regions will be transitioned to Remote Jobs and Communities Program providers.

Transitional activities will be in place in the Remote Jobs and Communities Program remote regions through the extension of CDEP providers who are not the lead Remote Jobs and Communities Program provider for two months and in exceptional circumstance for an additional two months. During this period, CDEP providers will be required to work closely with the Remote Jobs and Communities Program provider to ensure continuity of activities and wages and successfully transition each CDEP participant while Remote Jobs and Communities Program providers establish their operations and commence their engagement with CDEP participants.

The Australian Government recognises that a number of CDEP participants reside outside the Remote Jobs and Communities Program remote regions. In these locations, under transitional activities, CDEP participants will continue to be serviced by CDEP providers for a period of up to 12 months.

The extension of CDEP providers will:

- ensure there is continuity in CDEP wage payments to eligible CDEP participants
- ensure the continuity of participation in activities
- ensure that no community or individual is disadvantaged as a result of the Australian Government changing its service provider arrangements.

CDEP providers assist Indigenous job seekers through two main ways (“streams”):

1. Work Readiness Services – helps job seekers to develop their skills, improve their chances of getting a job and move to work outside of the CDEP Scheme.
2. Community Development – focuses on supporting and developing Indigenous communities and organisations.

CDEP participants in the Remote Jobs and Communities Program remote regions and non-remote locations will have access to CDEP wages, as long as they are eligible, until 30 June 2017.

The Government also recognises the important role CDEP providers have played in fostering community and economic development and social cohesion. To support them into the future, CDEP organisations in remote and non-remote regions will be offered expert advice on business planning and structuring, governance support and financial and legal advice. This support for CDEP organisations builds on the Government’s investment made in the 2012-13 Budget of \$15 million for these organisations and potential Remote Jobs and Communities Program providers to strengthen their governance and capacity.

Remote Jobs and Communities Program – Community Development Fund (CDF)

The objective of the Remote Jobs and Communities Program – Community Development Fund (CDF) is to support social and economic development and participation of Indigenous persons, Indigenous communities and jobseekers in the RJCP regions.

The CDF is funded over five years to:

- Provide benefit to Indigenous people and their communities by supporting social and economic participation for RJCP Participants;
- Provide a benefit to job seekers in the remote regions by creating employment opportunities and innovative approaches to recruiting, employing and retaining jobseekers, particularly Indigenous people, women, young people and people with a disability; and
- Provide opportunities for job seekers to participate to improve their employment prospects and to help them develop skills and capabilities needed to gain sustainable employment (Participation Activity/ies).