



LATE ITEMS BUSINESS PAPER

General Meeting

Wednesday 12 December 2018

Roma Administration Centre

NOTICE OF MEETING

Date: 12 December 2018

Mayor:

Councillor T D Golder

Deputy Mayor:
Councillors:

Councillor J L Chambers
Councillor N H Chandler
Councillor P J Flynn
Councillor G B McMullen
Councillor W M Newman
Councillor C J O'Neil
Councillor D J Schefe
Councillor J M Stanford

Chief Executive Officer:

Ms Julie Reitano

Senior Management:

Mr Rob Hayward (Deputy Chief Executive Officer/Director
Development, Facilities & Environmental Services)
Ms Sharon Frank (Director Corporate, Community & Commercial
Services)

Please find attached agenda for the **General Meeting** to be held at the Roma Administration Centre on **December 12, 2018 at 9.00AM.**

Julie Reitano
Chief Executive Officer

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Item No	Subject
L	Late Items
L.1	Skilling Queenslanders for Work, First Start Traineeships 2018 - 19 ..2 Prepared by: Human Resources & Training Advisor
LC.	Late Confidential Items
LC.1	Roma Waste Facility Christmas Closure Classification: Closed Access Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.
LC.2	Internal Review - Bottle Tree Court Development, Roma Classification: Closed Access Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
LC.3	Stage 1 Roma Flood Mitigation Project Update - Landholder NAR 100140 Classification: Closed Access Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
LC.4	Notice of Entry Served on Maranoa Regional Council - under Section 57 of the Mineral and Energy Resources (Common Provisions) Act 2014 Classification: Closed Access Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

OFFICER REPORT

Meeting: General 12 December 2018

Date: 10 December 2018

Item Number: L.1

File Number: D18/98223

SUBJECT HEADING: Skilling Queenslanders for Work, First Start
Traineeships 2018 - 19

Classification: Open Access

Officer's Title: Human Resources & Training Advisor

Executive Summary:

Skilling Queenslanders for Work helps eligible Queenslanders develop skills, gain qualifications and provide direct assistance to enter and stay in the workforce.

The initiative offers seven programs that deliver training to improve skills and employment opportunities. The programs focus on supporting young people, Aboriginal and Torres Strait Islander people, people with disability, mature-age job seekers, women re-entering the workforce and people from culturally and linguistically diverse backgrounds.

The programs are delivered across the state by community-based organisations. First Start which is one of the programs that provides wage subsidies to local Councils to employ additional trainees. The program offers opportunities to young people and disadvantaged job seekers to gain nationally recognised qualifications and twelve (12) months employment by undertaking a traineeship.

Council applied through LGAQ to the Department of Education, Small Business and Training for funding for two (2) trainees to be employed during the 2018 – 2019 financial year.

The Department of Education, Small Business and Training have advised that Council has been successful for funding of two (2) trainee positions at a subsidy of \$15,000 per Trainee.

Officer's Recommendation:

1. That Council support participating in the Skilling Queenslanders for Work, First Start Traineeships program initiative and accepting the allocated two (2) Traineeships. The program offers disadvantaged Queenslanders employment for twelve (12) months, with participants at completion of Traineeship being awarded a nationally recognised qualification.
2. Authorise the Chief Executive Officer to approve fixed term Apprenticeships and Traineeships positions in lieu of any full-time permanent positions within Council's approved organisational structure where there is a business case for doing so.

3. Authorise the Chief Executive Officer to approve and sign the Service Agreement between the Department of Education and Training & Maranoa Regional Council and on execution of the agreement Council receive funding of \$15,000 for each of the two (2) allocated Traineeships under the Skilling Queenslanders for Work, First Start Traineeships program.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Nil

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
LGAQ	Local Government Association Queensland

Context:

Why is the matter coming before Council?

As this matter involves staffing and position approval it is referred to Council.

Skilling Queenslanders for Work plays a critical role in increasing workforce participation and the overall performance of the Queensland economy by improving work opportunities for disadvantaged Queenslanders.

First Start is one of seven programs that make up the Skilling Queenslanders for Work initiative. The program aims to provide young people and disadvantaged job Seekers with opportunities to gain a nationally recognised qualification and twelve (12) months paid employment by undertaking a subsidised traineeship with a local council or a community-based organisation.

Funding under First Start is specifically targeted at new employees and will provide eligible organisations with a significant subsidy to boost their traineeship commencements above their normal workforce levels.

Specifically, First Start will:

- Provide immediate job opportunities
- Encourage people to enter into skills-based training
- Keep Queenslanders earning and learning
- Guarantee a pool of skilled workers is available as the economy grows.

In 2018–19, \$6 million will be available for local councils across Queensland to create 400 new traineeships.

Who will the funds support?

First Start primarily targets young Queensland school leavers and disadvantaged job seekers considered at risk of enduring prolonged periods of unemployment.

To be eligible, disadvantaged Queenslanders must also be:

- Aged 15 years or older and no longer at school
- Able to meet citizen, residency and visa requirements to undertake a traineeship.

Identified disadvantaged groups

Disadvantaged groups to be targeted include:

- Young people (aged 15–24 years)
- Long-term unemployed job seekers
- Aboriginal and Torres Strait Islander people
- Mature-age job seekers (45 years or older)
- Migrants and refugees from culturally and linguistically diverse backgrounds
- People with disability
- Displaced workers
- Women re-entering the workforce

First Start trainees must be additional to the existing workforce. The priority is for new employees, however, an existing worker identified as being able to benefit from the traineeship opportunity can be employed in the traineeship. It is expected that the existing worker's position would be backfilled.

First Start trainees should be employed on a full-time basis, however a more flexible work pattern may be available to people whose personal circumstances impact on their employment arrangements.

Background:

Has anything already happened in relation to this matter?

In 2017 Council approved the acceptance of First Start Funding for four (4) Trainees. Council appointed four (4) trainees in 2018, one trainee chose to not complete their traineeship.

Council currently has three (3) trainees which are successfully progressing through their respective traineeships and will complete their traineeships in early 2019.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

NIL

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

NIL

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to

Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Manager – Organisational Development & Human Resources: Discussions regarding appropriate staffing levels

Lorinda Otto – Department for Employment, Small Business and Training: Discussion regarding level of funding available.

Geoff Bush - LGAQ Workforce: Discussions on Council bid allocation and success.

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

The project is partially funded by the Department for Employment, Small Business and Training by \$15,000 per traineeship. Further funding is available for formal training costs with a shortfall of approximately \$700 to \$1400 depending on the traineeship field.

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)?? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

An existing budget allocation has been included in the 2018/19 Salaries and Wages Budget for the current traineeship intake (i.e. three (3) traineeships). Upon completion of these traineeships it is proposed to continue the program by filling two (2) of the vacant traineeship positions under the new Funding Arrangement.

During the current 2018-19 financial year, the wage cost for two (2) trainees will be \$18,500 plus on costs. This will be subsidised by \$7,500 from the First Start Funding.

Formal Training costs will incur a Council contribution of \$700

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Council will need to provide a budget allocation for the 2019– 2020 financial year of:

- Wage costs for two trainees equal to \$54,000 plus on costs to be subsidised by First Start Funding of \$22,500.
- Formal Training costs will incur a Council contribution of \$2300

Total Council contribute for inclusion in 2019/20 is \$33,800.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?

(Interested Parties Analysis - IS9001:2015)

NIL

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Trainee not complete	If a trainee does not continue past June 30 2019, Council is required to return \$15,000 to the Department for Employment, Small Business and Training

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

This program is currently successfully working within Council. Council currently has three (3) trainees who fell within the disadvantage cohort that this program is aimed to assist with ongoing employment prospects.

Those participants will complete their traineeship in early 2019 with a formal qualification and will have the skills to gain further employment at completion. All three (3) trainees are performing well and making a positive contribution to Council and their respective teams.

As it is intended that the trainees engaged under the new Funding Agreement will fill the vacancies resulting from the current completing trainees, no additional positions will be required.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

That Council participate in the Skilling Queenslanders for Work, First Start Traineeships program initiative and accept the allocated two (2) Traineeships.

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

NIL

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.3 Develop our teams and their leaders to deliver quality services and projects

5.3.9 Coordinate Council's approved traineeship / apprenticeship program including pursuit and administration of funding / subsidy opportunities.

Supporting Documentation:

Nil

Report authorised by:

Manager - Organisational Development & Human Resources

Chief Executive Officer