



Australian Government

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

Community Development Employment Projects (CDEP) Program Program Guidelines 2009–12

Improving the lives of Australians

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1 About these guidelines

In December 2008, the Australian Government announced significant reforms to the Community Development Employment Projects (CDEP) program. The changes are to improve opportunities for Indigenous Australians to get and keep a job.

The Australian Government through the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) manages the Community Development Employment Projects program.

As part of this, the department is responsible for funding, managing and monitoring CDEP program funding agreements. This includes getting reports from CDEP providers about their success in delivering CDEP Services and Projects. New, three-year CDEP funding agreements start from 1 July 2009.

These guidelines include CDEP program management and delivery principles for the 2009–12 agreements. They do not include all funding agreement details and do not form part of the FaHCSIA Standard Funding Agreement. They are a guide only.

Full Funding agreement details are included in:

- ▶ 2009–12 FaHCSIA Standard Funding Agreement
- ▶ The CDEP Schedule, which includes Project Specific Conditions for CDEP Program Funding

These guidelines may be subject to change.

Note: In the Torres Strait CDEP is managed by the Torres Strait Regional Authority. These guidelines do not apply to the Torres Strait Regional Authority.



2 About the CDEP program

2.1 Program aims

The Australian Government's CDEP program assists unemployed Indigenous people. The program contributes to meeting the Government's commitment to halve the employment gap between Indigenous and non-Indigenous Australians by 2020.

Operating mainly in remote areas, the CDEP program aims to help Indigenous job seekers find and keep jobs.

2.2 Working in partnerships to get results

CDEP providers will work in partnership with Employment Service and Indigenous Employment Program providers. Working together to deliver integrated services at the local level means CDEP and Employment Service providers can offer a better range of employment and support services that lead to real jobs for Indigenous job seekers.

Employment Service providers work in partnership with individual job seekers to develop Employment Pathway Plans. These plans include what participants can do under the CDEP program to help get a job.

2.3 Two 'streams' of assistance

Under the CDEP program, there are two main ways ('streams') that CDEP providers assist Indigenous job seekers. These streams are called 'Work Readiness' and 'Community Development'.

- 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 program.
- Community Development—focuses on supporting and developing Indigenous communities and organisations.

It is expected that the majority of participants would be aligned to the Work Readiness Services stream.

For more information, see '3. Work Readiness Services stream' and '4. Community Development stream'.

2.4 'New' and 'Continuing' Participants

New Participants are people who start in the CDEP program after 1 July 2009. Rather than CDEP wages, they will receive income support payments from Centrelink.

Continuing Participants are people who are already in the CDEP program up to 30 June 2009. Continuing Participants will keep receiving CDEP wages as long as they remain eligible for CDEP and do not take an unapproved break of more than two weeks.

From 1 July 2011 until 30 September 2011 Continuing Participants will move off CDEP wages on a community by community basis.

2.5 CDEP payments

CDEP program payments include:

- Service Fees
- Work Readiness Funds
- Community Development Project Funds
- Development and Support Funds
- Wage Funds for Continuing Participants
- Employment Outcome Payments
- Work Experience Outcome Payments
- Training Outcome Payments

For more information, see '5. CDEP funding'

2.6 CDEP Service Guarantee

The CDEP Services Guarantee includes information about what providers and participants are required to do and what they can expect from each other. (See Attachment A)



3 Work Readiness Service stream

The Work Readiness Service stream includes:

- training
- work experience

3.1 Training

CDEP providers should arrange training services to help participants develop the skills they need to take on paid work. Trainers can include contracted accredited trainers—for example, registered training organisations.

Training can include accredited and non-accredited, pre-vocational and vocational training. The training should suit an individual participant's needs and increase their work skills. If possible, training should match employment opportunities and skills' shortages in the community or region.

Examples of Work Readiness training:

Foundation and basic work skills (‘pre-vocational’ training)	Vocational training
<ul style="list-style-type: none">▸ English language, literacy and numeracy▸ Personal and household finance▸ Personal, health and household management▸ Driver’s licence▸ Occupational health and safety▸ Pre-apprenticeship training▸ Computing and information technology▸ Communication, problem solving and team work	<ul style="list-style-type: none">▸ Environmental and land management▸ Administration and bookkeeping▸ Child care, social work and counselling▸ Mentors▸ Construction▸ Health and education▸ Hospitality and tourism▸ Community development officers▸ Retail and business management▸ Local government services

3.2 Work experience

Arranging placements

Work experience involves placing participants with employers. The aim is to build up to full-time hours and employment for non-work ready participants and help them move out of the CDEP program.

CDEP providers:

- work with employers to arrange work experience—to help increase participants' confidence and self-esteem, and develop work skills and regular attendance patterns
- discuss work experience placements with employers and encourage them to provide real working conditions—this prepares participants to take up future work opportunities and can often lead to job
- work with participants and employers to build tangible skills and expertise—to support participants through mentoring and job-specific training

Important: Work experience placements must be with employers who have an Australian Business Number. Participants cannot have a work placement with an employer they had previously worked for.

Wages

Employers pay wages direct to people on work experience. These employers can apply for wage subsidies.

Employment Services and Indigenous Employment Program providers are responsible for wage subsidies for New Participants.

CDEP providers are responsible for wage subsidies for Continuing Participants through CDEP Wages.

Hours

Participants in work experience placements must work for at least 7.5 hours each week and up to 37.5 hours per week for periods of no less than 13 weeks.

Participants can only work for one employer for a total of 12 months over the funding agreement period.

Limit to provider payments

Providers are only paid one placement payment per participant, and one outcome payment per participant, with the one employer.



4 Community Development stream

The Community Development stream includes:

- Projects
- Development and Support

4.1 Projects

CDEP providers manage Community Development Projects—previously called ‘activities’, which are designed to:

- ensure community work is consistent with local job opportunities
- build skills through practical experience
- meet community and individual needs
- link to community priorities, identified in community plans

Community Development Projects must focus on local priority needs. However, they do not include state/territory government and other program funded projects. As well, Community Development Projects should not displace local jobs and business opportunities.

4.2 Development and support

Strengthening local communities

Helping to strengthen Indigenous communities and people so they can better deal with the issues and challenges they face contributes to the success of Indigenous employment programs. Because of this, CDEP providers need to play an active role in helping to build the capacities of local communities, families and individuals.

To assist providers in this role, CDEP Development and Support funds are available to pay for things like employing community development officers, mentors and providing a community support function that links and engages people with services they need.

Linking support to community needs

The amount of funding for each provider depends on how much support they need to tackle disadvantage and disengagement. Above all, funding must reflect community needs and priorities. This means some providers may receive more funding than others, based on need.

Development and Support projects should link directly to a community's plans. A community plan should highlight a community's aspirations, needs and priorities.

CDEP providers can work with the community and other service providers to help communities develop their community plans. The plans usually specify population and employment information, and details of community support systems. They can also identify future employment and business opportunities.

Funding proposals

To receive development and support funding, providers will have to show that their proposals will:

- build and strengthen relationships and networks within the community
- boost people's participation in the community's economic and social life
- improve people's connection to the range of support services available
- develop new ways for the community and service providers to work together
- strengthen leadership
- improve governance (that is, the rules that affect how an organisation operates)
- in the long-term, increase people's financial independence and the community's economy and social well-being

Community Development

All CDEP providers are required to support community development. With amounts worked out case-by-case, according to need, funding is available for:

- employing Community Development workers—to work with the community as a whole, other local services and agencies, to drive the development of ideas for Community Development Projects. The Projects need to have strong community input and actively involve local people. As well, Projects should take account of local community planning
- employing mentors—to work with individuals and families to help them understand the changed arrangements and participation requirements, and to provide support for them to access the new system
- providing community support—to offer resources, information and links to other services, and to cover costs like a coordinator, rent and office equipment

Organisational Development and Support

To strengthen the capacity of local organisations delivering CDEP, funding for organisational development and support is available for:

- reviewing and strengthening internal governance—this could include help from the Office of the Registrar of Indigenous Corporations
- developing organisational plans and strategies—to assist organisations to take up new opportunities
- employing experts—to develop skills transfer strategies and succession planning

Funding will be determined in response to the needs of the organisation.



5 Working with Employment Service providers

5.1 Services working together

Employment Service, CDEP and Indigenous Employment Program providers all play an important part in supporting Indigenous job seekers to develop skills and take up employment opportunities.

Working together closely can help to achieve better outcomes for participants. Combining providers' strengths and knowledge, community links and services, infrastructure, and using the local workforce, gives providers greater capacity to deliver effective assistance to Indigenous people. For example, CDEP, Employment Service and other providers should work together to deliver work readiness training and work experience in one location.

To participate in the CDEP program, all New Participants must get a referral from an Employment Service provider to a CDEP provider. As well, Continuing Participants must register with Employment Services by 30 September 2009. Providers should work jointly to make sure these referrals and registrations occur, and that participants receive responsive and integrated support and services.

5.2 Service Level Agreements

CDEP providers have to enter into Service Level Agreements with their Employment Service providers. This is a condition of CDEP funding.

CDEP providers must have Service Level Agreements finalised by 31 July 2009. If asked, providers must also provide a copy to the Department of Families, Housing, Community Services and Indigenous Affairs. Employment Service providers also need to make Service Level Agreements available to the Department of Education, Employment and Workplace Relations (DEEWR).

Service Level Agreements should focus on:

- how CDEP providers and Employment Service providers will work together at the local/regional level to:
 - create and maintain local links
 - jointly develop or contribute to plans to help participants find employment and/or take up training opportunities

- ▶ agreed ways to assist individual participants, including through:
 - referrals
 - Employment Pathway Plans (including details of CDEP's role)
 - joint case management



6 Measuring achievements

Each year, CDEP providers need to measure their achievements against targets. The targets—included in CDEP funding agreements—are based on local circumstances and agreed with individual CDEP providers.

Key performance indicators help to measure whether CDEP providers have successfully delivered Services and Projects. The 2009–12 funding agreements include three indicators.

6.1 Key performance indicator 1—Employment

Number of CDEP participants moving into off-CDEP employment (employment places)

- Achievement against this target is measured by the number of CDEP employment placement payments.

6.2 Key performance indicator 2—Training

Number of CDEP participants who have started accredited training that will continue for more than 13 weeks.

- Achievement against this target is measured by the number of CDEP training commencement payments.

6.3 Key performance indicator 3—Quality

Quality of services delivered to CDEP participants and the community.

This indicator covers achievements in:

- provider management of change
- community satisfaction with provider
- training plans completed for all participants
- successful links with Employment Service providers
- Community Development Projects that reflect community priorities

For this indicator, the Department of Families, Housing, Community Services and Indigenous Affairs works out a quality ‘rating’ in consultation with providers, communities, employers, participants, and so on.



7 CDEP funding

Some CDEP program funding is linked to Average Agreed Places (AAPs).

As well, providers have to ‘acquit’ some of their funding. This means CDEP providers need to demonstrate that they used funds for their allocated purposes.

7.1 Average Agreed Places

Average Agreed Places (AAPs) is the number of participant places allocated to a CDEP provider. The Department of Families, Housing, Community Services and Indigenous Affairs may adjust the number of AAPs, for example, if a service does not use up all the AAPs, or if CDEP Services or Projects change.

AAPs are not upper limits to the number of participants a CDEP provider can have. They are an average number over a funding period.

Total AAPs are divided between the Work Readiness stream and the Community Development stream.

7.2 Service fees

Service fees are similar to previous CDEP management fees.

Service fees are used to help pay for a CDEP provider’s operation and management. This includes employing managers and other staff, paying their wages, and setting up the organisation’s basic operation.

The amount of service fees depends on the number of allocated AAPs.

7.3 Work Readiness funds and Community Development Project funds

Work Readiness funds and Community Development Project funds—similar to previous CDEP activity fees—cover the costs of delivering Services and Projects.

The payment amount for both funds depends on the actual number of participants.

7.4 Development and Support funds

Development and Support funds provide community and organisational support.

Funding is not linked to AAPs. Payment amounts are negotiated with each provider, based on community needs.

7.5 CDEP Wage funds for Continuing Participants

CDEP Wage funding is for eligible Continuing Participants only. Eligible participants will keep receiving CDEP participant payments until at least 30 June 2011.

CDEP Wage funds are paid to CDEP providers. The amount paid is based on the actual number of registered Continuing Participants in approved Services and Projects. The provider then pays CDEP Wages to the Continuing Participants

Continuing Participants who do not work the required hours are not paid for their non-work hours.

Important: CDEP wage funds (including top-ups) are not for paying managers, supervisors and administrative staff working for CDEP providers. As well, starting from 1 July 2009 New Participants will receive income support from Centrelink, and will not get paid from CDEP wage funds.

7.6 Timing of funding

The time it takes for CDEP providers to receive funding depends on their compliance with all terms and conditions in their funding agreement.

7.7 Fee summary

Fees for the Work Readiness Service stream

Fee	Amount	How paid
Service fees	\$1 900	For each work readiness AAP
Work Readiness Funds	\$3 740	In line with 'utilisation', which is the actual number of work readiness participant places filled as a percentage of allocated AAPs
Outcome fees		
▸ Employment		
– placement	\$550	On placement in a job
– 13 week outcome	\$2 000	On staying in employment placement for 13 weeks
– 26 week outcome	\$2 500	On staying in employment placement for 26 weeks
– 52 week outcome	\$500	On staying in employment placement for 52 weeks
▸ Training		
– commencement	\$500	At the start of more than 13 weeks accredited training
– completion	\$1 500	At the finish of more than 13 weeks accredited training
▸ Work experience		
– commencement	\$500	At the start of a work experience placement
– completion	\$1 100	At the finish of a work experience placement

Fees for the Community Development stream

Fee	Amount	How paid
Service fees	\$1 900	For each community development AAP
Community Development Project funds	\$3 740	In line with 'utilisation', which is the actual number of community development places filled as a percentage of allocated AAPs
Outcome fees		
▸ Employment		
– placement	\$550	On placement in a job
– 13 week outcome	\$2 000	On staying in employment for 13 weeks
– 26 week outcome	\$2 500	On staying in employment for 26 weeks
– 52 week outcome	\$500	On staying in employment for 52 weeks
Development and Support funds	Negotiated with each provider	



8 Outcome payments

8.1 Employment Outcome payments

CDEP providers that place participants in off-CDEP employment and give them ongoing support are paid Employment Outcome payments in four stages:

- stage one—\$550 when employment starts
- stage two—\$2 000 when participant has stayed in employment for 13 weeks
- stage three—\$2 500 after 26 weeks in continued employment
- stage four—\$500 after 52 weeks in continued employment

Employment placements must be for a minimum of 20 hours a week.

Providers must claim employment outcome payments within two weeks of each stage. Claims are made through the CDEPManager system. (See ‘9. Online CDEPManager’).

Providers do not need to acquit Employment Outcome payments.

8.2 Training Outcome payments

CDEP providers are paid Training Outcome payments when a participant starts and finishes an accredited training course of more than 13 weeks.

Training Outcome payments are paid in two stages:

- stage one—\$500 when training starts
- stage two—\$1 500 when participant successfully finishes the training course

Providers must claim Training Outcome payments within two weeks of each stage. Claims are made through the CDEPManager system. (See ‘9. Online CDEPManager’).

Providers do not need to acquit Training Outcome payments.

8.3 Work Experience Outcome payments

CDEP providers are paid Work Experience Outcomes in two stages.

- stage one—\$500 when work experience placement starts
- stage two—\$1 100 when a participant has finished the work experience placement

Providers must claim Work Experience Outcome payments within two weeks of each stage. Claims are made through the CDEPManager system. (See ‘9. Online CDEPManager’).

Providers do not need to acquit Work Experience Outcome payments.



9 Online ‘CDEPManager’

CDEP providers must use the CDEPManager online system to manage participant records and claim outcome payments.

CDEPManager connects with Employment Service providers, Centrelink and the Department of Families, Community Services and Indigenous Affairs’ systems.

Information entered into the CDEPManager system must be accurate. The system also tracks and records achievements against each Key Performance Indicator.



10 Participating in CDEP

10.1 Eligibility requirements for Continuing Participants

To be a Continuing Participant a person must:

- be 'active' in CDEPManager on 30 June 2009
- not have a break of more than two consecutive weeks, other than approved paid leave. If a Continuing Participant leaves CDEP to take up a off-CDEP job, they cannot return to CDEP within the two weeks if they leave the off-CDEP job voluntarily
- continue to meet eligibility requirements in the program funding agreement
- register with an Employment Service provider in their area (where there is one) by 30 September 2009, or register with an Employment Service provider that starts services after 30 September 2009 in their area—participants must register with these services within two months after the service starts
- be willing, able and available to take up CDEP Services or Projects or an offer of off-CDEP work—not accepting a job offer without a reasonable explanation may affect eligibility to continue in CDEP
- sign a *Participant Acknowledgement Form* and comply with its conditions—the participant and the CDEP provider each keep an original copy of the signed form

10.2 Eligibility requirements for New Participants

To be a New Participant a person must be:

- Indigenous and receiving income support from Centrelink (excluding Sickness Allowance)
- registered with an Employment Service provider
- referred to the CDEP by their Employment Service provider

10.3 CDEP Participant Plan

CDEP providers develop Participant Plans with New and Continuing Participants who do not have an Employment Pathway Plan with an Employment Service Provider.

The participant plan must include the CDEP participant's:

- work goals and aspirations
- education achievements
- work history
- skills profile
- training needs

The plan must also outline what assistance and support the CDEP provider will provide to the participant.

10.4 Other issues affecting CDEP providers and participants

CDEP Participant Supplement

CDEP Participant Supplements are paid by Centrelink to eligible, Continuing Participants only. The ongoing supplement helps with the cost of participating in the CDEP program.

CDEP providers' tax obligations

For information from the Australian Taxation Office about tax obligations:

- go to www.ato.gov.au
- call 132866
- call the National Aboriginal and Islander Resource Centre on 13 1030.

Mobility assistance

CDEP Work Readiness funds, and Employment Service funds (sourced through Employment Service providers) provided can be used for mobility assistance to help participants access training, work experience or jobs outside home communities —for example, to assist with transport, accommodation and regular visits back to home communities.

Support for past and current CDEP participants

CDEP providers should keep in regular contact with past and current CDEP participants. With ongoing assistance and support from providers, participants are more likely to stay in employment, training or work experience.

Keeping in contact like this also means CDEP providers will know exactly when to claim their CDEP employment, training and work experience outcome payments.



11 Funding conditions

11.1 Using CDEP funds and assets

CDEP funds and assets bought with CDEP funds can only to be used for approved Services and Projects.

Before Services and Projects start, the Department of Families, Housing, Community Services and Indigenous Affairs must approve them through the CDEPManager system. The department must also approve any variations to Services and Projects.

Important: Funding may stop if providers do not get departmental approvals.

11.2 CDEP funding agreements

In the 2009 to 2012 financial years CDEP program funding is offered under a FaHCSIA Standard Funding Agreement. The agreements are made between the Australian Government and each CDEP provider. The agreements specify how much funding a provider will receive and what the money can be used for.

Funding agreement CDEP schedule

The terms and conditions for providing CDEP funding, including the amount and frequency of funding and performance targets, is in the CDEP Schedule of each funding agreement (in particular Project Specific Conditions for CDEP program funding). The CDEP schedule also defines the CDEP provider's operational and reporting obligations.

Funding agreement variations

A CDEP provider may ask the Department of Families, Housing, Community Services and Indigenous Affairs for a variation to the CDEP schedule in their funding agreement. The department may also vary the schedule's conditions. The department must approve any variations in writing.



Attachment A: CDEP service guarantee

Service guarantee for CDEP providers

CDEP providers are required to:

- carry out Services and Projects at or above the minimum standards set by the service guarantee
- make sure eligible job seekers have easy access to CDEP information from the Department of Families, Housing, Community Services and Indigenous Affairs
- enter into a Service Level Agreement with the Employment Service provider operating in their area

CDEP service guarantee for participants

CDEP providers will offer CDEP participants Services and the chance to participate in CDEP program Projects. These Services and Projects must take account of the participant's circumstances, background, needs and skills.

CDEP participants can expect CDEP providers to:

- tell them about their rights and responsibilities
- give them information about how to find jobs or participate in CDEP Services and Projects that, if possible, suit their individual preferences and skills
- tell them how to find and register with an Employment Service provider
- tell them about the work rules

CDEP participants will receive from CDEP providers:

- help and quality supervision
- the chance to develop and apply their skills
- the opportunity to interact with others
- a safe working environment
- answers to their questions about their participation
- a copy of this CDEP service guarantee

