Indigenous Jobs Development Funding guidelines

Purpose

The Northern Territory Government has provided $8.5 million per annum for the Indigenous Jobs Development Funding from 1 July 2021 to 30 June 2024.

The purpose of the Indigenous Jobs Development Funding (IJDF) is to allow councils providing local government services the opportunity to receive a subsidy to employ Indigenous staff working in the area of local government service delivery (e.g. parks and gardens, sport and recreation, waste management, animal management, administration, library, civil works and other activities).

Objectives

The objectives of the program are:

- to subsides the cost of employing Indigenous employees across regional councils and the Belyuen Community Government Council;
- to support the delivery of key local government outcomes in the council's strategic and/or operational plans; and
- to support Indigenous employment.

Eligibility

To be eligible for assistance a council must:

- have a current recruitment and workforce development plan;
- have acquitted all previous funding relevant to this Department; and
- have adequately demonstrated that the funding will not duplicate funding already provided under this or any other funding source.

Purposes for which funding is eligible

- Direct salaries;
- Taxes;
- Allowances (excludes travel allowance);
- Employee leave entitlements (permanent staff); and
- 15% on-costs.

Purposes for which funding is not eligible

- Gifts, bonuses or termination payments;
- Travel allowance;
- Staff on workers compensation;
- Holiday pay on termination;
- Position funded under any other agreement/arrangement;
- Redundancy payments; and
- Contractors engaged for procurement.

Funding Pool

The program funding pool will provide up to $8.5 million per annum from 1 July 2021 to 30 June 2024.

A notional annual allocation to each council will be determined by this Department and paid retrospectively on reported council expenditure. These payments will be made on a quarterly basis pending the receipt of council reports.

Grant processes and timelines

- The IJDF is subject to funding and payments will be made retrospectively on provision of employment and expenditure details by councils.
- For each quarter the reporting periods are as follows:-

  Q1 – reporting period April to June (of the previous financial year)

  Q2 – reporting period July to September (of the current financial year)

  Q3 – reporting period October to December (of the current financial year)

  Q4 – reporting period January to March (of the current financial year)

- Following receipt of the quarterly reports grant payments will be made as follows:

  Q1-September

  Q2-October

  Q3-January

  Q4-April

- Councils will be reimbursed 50% of their quarterly expenditure up to the notional annual amount calculated. If there is over expenditure in any quarter the Department may allow this to be off-set against any future council under expenditure to maximise employment outcomes for Indigenous people in remote communities.

Process for payment

Once the notional grant funding offer is advised to council by the Department, councils will need to forward the following correspondence:

- return the signed acceptance form to the Department with appropriate authorisation/s from the Chief Executive Officer; and
- provide quarterly reports within ten working days after each quarter. These reports will trigger the release of retrospective payments up to the notional maximum entitlement.

Reporting requirements

Councils are required to submit a quarterly report on the IJDF activities and expenditure to the Department.

The data required in these quarterly reports include:

- actual salary expenditure per quarter on Indigenous employment;
- program on-costs per quarter on Indigenous employment;
- calculated claim for salary and 15% on-cost support on a 50-50 basis for the quarter;
- total number of Indigenous employees employed by council at end of each quarter;
- total number of Indigenous employees employed by this program for the quarter;
- total number of Indigenous employees categorised as full-time, part-time and casual;
- total number of council staff employed by council;
- total number of Indigenous employees categorised on gender base (male-female);
- broad position categories, as detailed on the Department's quarterly report together with the number of employees in each category; and
- other adhoc requests for information as may be requested by the Department from time to time.

Contact Details

For further information please contact lg.grants@nt.gov.au or by phone:

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