

WHO WE ARE

Machinery of government changes came into effect on 12 December 2017 which saw the Department of Employment, Small Business and Training established as a new state government department arising from the incoming functions listed below.

Function	Former department
Employment Policies and Programs	Queensland Treasury
Small Business	Department of Tourism, Major Events, Small Business and the Commonwealth Games
International Vocational Education and Training, Vocational Education and Training, and Skills and Workforce	Department of Education and Training

As a result of these changes, the department launched a new strategic plan on 1 July 2018 and our 2018–19 annual report will reflect this.

The department’s service area structure for 2017–18 as at 30 June 2018 is as follows:

Service area	Objective	Description
Employment	To increase Queenslanders’ participation in the labour market.	This service area focuses on increasing employment opportunities for Queenslanders, in particular disadvantaged cohorts. This area undertakes both policy and strategic engagement activities, as well as the delivery of key government employment programs. The service area also has responsibility for business and skilled migration policy, in consultation with Business and Skilled Migration Queensland.
Small Business Services	To ensure small businesses can seamlessly interact with government and are better supported to manage and grow their business.	This service area focuses on products and services that are delivered to small business to better enable them to grow and make it easier to interact with government, including: <ul style="list-style-type: none"> enhancing the capacity of business to engage with markets, attract investors, navigate the business/regulatory environment and access tools, resources and expertise to grow and succeed engaging other business-focused government agencies to facilitate the delivery of online services for small business via Business Queensland online at www.business.qld.gov.au proactively employing strategies to streamline regulation to make it easier to do business.
Training and Skills	Queenslanders skilled to participate in the economy and the broader community.	Improving the skills profile of Queensland through delivery of a diverse and inclusive vocational education and training investment program that delivers on industry skills demands of today and the future, and supports publicly funded training providers to deliver high quality training.

The department played a key role in delivering on a number of the government's commitments and has been working collaboratively with the government and stakeholders to implement the government's commitments.

This included the delivery of six government commitments as summarised below.

1. Work Ready Queensland: Extend the Government's *Back to Work* regional program including *Youth Boost*, until 2020, with payment to continue until 2021, to continue to support regional Queenslanders into work.
2. Up to \$5 million to introduce a special *Back to Work Boost* for six months for mature-aged jobseekers aged 55 and over.
3. Convening a working group of industry stakeholders and departmental officials within 100 days to further consider a proposal for alternative training pathways for electrical apprentices.
4. Queensland Made: Labour's Plan to Protect and Create Manufacturing Jobs: Assisting workers to develop new skills to find secure employment in the manufacturing sector through the *Queensland Workers Transition Scheme* and *Regional Skills and Employment Adjustment Strategy*.
5. Work Ready Queensland: Skilling Queenslanders for Work – Boost the *Skilling Queenslanders for Work* program by an additional \$180 million over three years.
6. Pathway to Training, Skills and Jobs – Investing up to \$85 million over three years in the redevelopment, refurbishment and expansion of six identified high-need TAFE facilities.

MEET SOME OF OUR PEOPLE



Since July 2016, the *Back to Work* program has been supporting Queensland employers in their choice to hire unemployed jobseekers.

There are nine *Back to Work* teams of Employer Officers and Jobseeker Officers based around Queensland working directly with employers and jobseekers to support them in their employment journey.

The teams have represented the *Back to Work* program at many events from job fairs to network meetings but the bulk of their work is in the individual relationships they build with the thousands of employers and jobseekers who have engaged with the *Back to Work* program.

CASE STUDY: TRAINING

“TRAINING AND SKILLS WELCOMES NEW TRAINEES CZARINA AND LINA.”

Czarina Buenaventura and Lina Tuaputa have joined the department through the *Trainee Employment Program's* first intake, after completing a *Skilling Queenslanders for Work* project that built up their skills and experience.

Czarina has joined Training and Skills Pathways and Lina is now part of the Training Executive Correspondence Unit. Both are studying the Certificate III in Business Administration and are aiming to make these traineeships the first step of their public service careers.

Czarina and her family migrated to Australia last year and Lina had completed an 18-month mission working on humanitarian and social projects in Seoul, Korea, when their search for work began.

They joined YWCA Queensland's Y Events and Fundraising Project, which supported the Institute of Managers and Leaders' Great Debate and the Go Purple for Purpose campaign during Queensland Women's Week. The participants' efforts raised funds and awareness for YWCA's activities to assist disadvantaged women.



image: **Czarina Buenaventura and Lina Tuaputa
with Honourable Shannon Fentiman,
Minister for Employment and Small Business
and Minister for Training and Skills Development**

OUR OPERATING ENVIRONMENT

The department has a number of statutory obligations with which to comply. As well as administering various Acts of Parliament, there are statutory obligations imposed on the agency such as compliance with the *Right to Information Act 2009* (Qld) and the *Information Privacy Act 2009* (Qld).

The department performs a broad range of operations with a particular focus on supporting businesses to reach their full potential and by providing individuals with training and employment opportunities aligned with Queensland's employment, skilling and economic priorities.

The department's operations also include a range of significant initiatives as part of the government's commitments. The department's income and controlled expenses are reported in the Chief Finance Officer and financial statements sections of this report.

Our values

The department promotes the Queensland public service values. A workforce of engaged, connected individuals who are motivated to deliver better outcomes for Queenslanders is critical to our success.



Customers first

- Know your customer
- Deliver what matters
- Make decisions with empathy



Ideas into action

- Challenge the norm and suggest solutions
- Encourage and embrace new ideas
- Work across boundaries



Unleash potential

- Expect greatness
- Lead and set clear expectations
- Seek, provide and act on feedback



Be courageous

- Own your actions, successes and mistakes
- Take calculated risks
- Act with transparency



Empower people

- Lead, empower and trust
- Play to everyone's strengths
- Develop yourself and those around you

OUR LEGISLATION

The responsibilities of ministers and their portfolios are set out in Administrative Arrangements Orders. For each Minister, they detail the principal responsibilities, the Acts they administer, and the departments, agencies and office holders responsible for them.

The Administrative Arrangements Order is published in the Queensland Government Gazette and online at <https://www.qld.gov.au/about/how-government-works/government-responsibilities>

Our functions and powers are derived from administering the Acts of Parliament in accordance with *Administrative Arrangements Order (No. 4) 2017*.

Principle ministerial responsibilities	Acts administered
Minister for Employment, Small Business and Training	
<ul style="list-style-type: none"> • Employment Policies and Programs • International Vocational Education and Training • Lead Development of Small Business Policy and Strategy Across Government • Skills and Workforce Development • Small Business Advocacy • Small Business Capability and Resilience • Small Business Regulatory Reform • Vocational Education and Training including Technical and Further Education • Protected Area Management on Moreton Island and North Stradbroke Island 	<p><i>Further Education and Training Act 2014</i></p> <p><i>Jobs Queensland Act 2015</i></p> <p><i>TAFE Queensland Act 2013</i></p> <p><i>Vocational Education and Training (Commonwealth Powers) Act 2012</i></p> <p><i>North Stradbroke Island Protection and Sustainability Act 2011</i> (the Department of Environment and Science is the relevant administrative unit for this Act)</p>

Public Sector Ethics Act 1994

All departmental employees are required to comply with the public sector ethics principle (the principles) set out in the *Public Sector Ethics Act 1994*. This is achieved through department-wide implementation of the Code of Conduct for the Queensland Public Service.