

Work for the Dole - Assessment Checklist (Place)

This Assessment Checklist (Place) **must** be completed in the below format and the content **must not** be altered.

This Assessment Checklist (Place) must under no circumstances be used as a replacement for a risk assessment (Place).

Disclaimer: For the purpose of this document the term Providers means any entity contracted to the Commonwealth to provide services under the jobactive Deed 2015-2022 and/or the New Employment Services Trial Deed 2019-2022.

Host Organisation and Work for the Dole Place/Activity Details

Host Organisation: Ballarat General Cemeteries Trust

Place/Activity Name/ID:100195408

Individual Hosted Activity: **Group Based Activity:** **Number of Places: 20**

Description of Work for the Dole Place/Activity and details of core duties to be undertaken by a participant(s):

Due to the start and stop of the activity from July to October 2021 because of lockdowns, an extension is needed to complete the activity.

Restoration of F1 Monument Block

- Repointing of broken brick graves
- Refit broken blue stone from graves
- Refit loose lettering from headstones
- Clean and repair broken headstones
- Clean out excess dirt and rubble from graves and lay new bluestone to tidy them up
- Remove broken concrete caps from graves and replace bluestone
- Clean up any rust on iron work and coat with fisholine for further protection.

Beautification of the Terraces Section at the New Cemetery & The Three Way Garden

- Refurbish existing staircase posts
- Removal and relocation of box hedges
- Removal and replacement of all timber edging
- Re-soil and re-turf lawn areas
- Mulching

The Three Way Garden

- Removal of all existing plants
- Removal of all weed mat & Renewal
- Removal of existing watering system & Renewal
- Replant new plants
- Re Mulch

Maintenance

- Maintaining the lawns and lawn edging
- Removing debris – leaves, fallen branches, old floral arrangements
- Sweeping paths, raking, path maintenance
- Watering and fertilizing plants and trees
- Weeding and vegetation management
- Shed Maintenance and refurbishment
- Pulling up sunken memorial plaques in the memorial section

Note: This checklist must under no circumstances be used as a replacement for a risk assessment (Place) for assessing work health and safety for Work for the Dole Activities. This checklist sets out types of matters that Providers may need to consider and address to meet their obligations under their relevant Deed when sourcing and securing Places/Activities.

Disclaimer: Notwithstanding any information provided on this checklist, providers must ensure that they, and any Host Organisation, are adhering to all obligations under the relevant Deeds and any relevant legislation. This checklist should be read in conjunction with the relevant Deeds and Guidelines and any reference material issued by the Department of Education, Skills and Employment under, or in connection with, the Deeds.

'Host Organisation' in this checklist has the same meaning as:

- 'Activity Host Organisation' under their relevant Deed.

References to 'participants' in this checklist have the same meaning as 'eligible participants' as per the Work for the Dole Guideline.

To be completed by the provider who has sourced and secured the Place/Activity

Host Organisation		Yes	No
1	Is the Host Organisation operating as a not-for-profit entity/charity or a local, state or territory government or Australian Government agency?	✓	
2	Are you satisfied the Host Organisation has adequate work health and safety processes in place to deliver the activity safely, including having appropriate infection control and prevention measures in place? If yes, provide details of the work health and safety processes the Host Organisation has in place in the risk assessment (Place).	✓	
3	Are you satisfied the Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to work health and safety? (a) including having a COVID-Safe plan (or similar) in place in accordance with the requirements specified by the relevant state and territory government.	✓	
4	Have you advised the Host Organisation that it must immediately contact the Lead Provider if the circumstances or tasks being undertaken by the participant change and that: (a) another risk assessment of the Place/Activity will be required (b) depending on the outcome of the risk assessment, the provider may need to remove the participant or bring the Place/Activity to an end?	✓	
Policy and procedures		Yes	No
5	Are you, and is the Host Organisation, satisfied that there are appropriate processes in place to ensure that the participant is aware of the relevant work health and safety issues and how to report, prevent and manage those issues and concerns, including how to manage any suspected or confirmed case of COVID-19 (i.e. induction/consultations/toolbox meetings)?	✓	
6	Is the Host Organisation satisfied that it has current and appropriate insurance to cover risks associated with tasks being undertaken on the Place/Activity?	✓	
7	Does the Place/Activity meet the department's insurance policies purchased for participants as outlined in the Deeds, Guidelines and Insurance Readers Guide?	✓	
8	Does the Place/Activity involve work exclusively on private property? If yes, has departmental approval been sought in accordance with the Guidelines? If yes, include the approval and any conditions in the risk assessment (Place).		✓
Place/Activity assessment		Yes	No
9	Have you undertaken a risk assessment (Place), as required under the Deed and Guidelines?	✓	
10	Will identified work health and safety issues be adequately addressed and managed before the Place/Activity commences and at all times during the Place/Activity? (including any changing COVID-19 requirements).	✓	
11	Does the Place/Activity involve work that is inherently dangerous (i.e. working with electricity, heavy machinery or at heights; or work that requires formal competency assessment or operator tickets)?		✓
12	Have you identified any particular training, including work health and safety training, to be undertaken by the participant to participate safely in the task(s)? Does this training include appropriate COVID-19 safe training? If training is required outline this information in the risk assessment (Place).	✓	
13		✓	

	Is personal protection equipment and clothing required to undertake the Place/Activity (including face masks, hand sanitiser etc)? If yes, provide details of the required safety equipment in the risk assessment (Place). Will the Host Organisation provide the required personal protection equipment and clothing for the participant? If not, this must be arranged by the provider.	✓	
14	Will the Host Organisation make available appropriate facilities (i.e. access to drinking water, lunchroom facilities and toilets) to the participant at all times during the course of the Place/Activity?	✓	
15	Is there any reason that it would not be appropriate for the Place/Activity to be filled?		✓
16	Have you negotiated the cost for the Place/Activity?	✓	
	Displacement, suitability and supervision	Yes	No
17	Has the Host Organisation confirmed and are you satisfied that this Place/Activity does not involve work that would have been undertaken by a paid worker if the Place/Activity had not taken place, as outlined in the Deeds and Guidelines?	✓	
18	Have you ensured that the Place/Activity does not fall within the excluded activities, as outlined under the Deed and Guidelines, unless otherwise agreed by the department in writing? For example, on private property, in child care, at pre-schools or involving overnight accommodation.	✓	
19	Does the Place/Activity require checks (e.g. National Police Check, Working with Vulnerable People Check) to be undertaken for participant?		✓
20	Does the Place/Activity involve close proximity to Children, the elderly or other vulnerable cohorts as per the Deed and Guidelines?		✓
21	Have you identified the level of supervision that will be provided to the participant as part of undertaking the Place/Activity and outlined this information in the risk assessment (Place)? For example, continuous supervision for vulnerable cohorts, ratio and frequency of supervision and so on.	✓	
22	Are you and the Host Organisation satisfied that the supervisor(s) are appropriate and adequate for the specific Place/Activity, as per the Deed and Guidelines?	✓	

Safety Equipment	Provided by	
	Host	CatholicCare
HL VIS Two Tone Shirt		✓
Cotton Drill Cargo Pants		✓
HL VIS Jacket		✓
Safety Boots		✓
Leather Gloves x 2		✓
Safety Glasses x 2		✓
Sun Hat		✓
Sunscreen		✓
HL VIS Polar Fleece Jumper		✓
1 Litre Drink Bottle		✓
Beanie		✓
Dust Mask		✓
Latex Gloves as needed, Ear Plugs, Face Shield, Hand Sanitizer		✓

Competent Person name: s 47F(1)
s 47F(1)

Organisation: CatholicCare Victoria

Signature

s 47F(1)

Date: 14/12/21

Coordinator/Manager: _____

Date: 14/12/21

Work for the Dole Risk Assessment

Note: This Risk Assessment form is a guide only and should be used in conjunction with other references such as:

- Work for the Dole guidelines
- Jobactive Deed 2015-2022
- The Australian Standard for Risk Management AS/NZS ISO 31000:2009
- Relevant WH&S Legislation

Jobactive Provider: Centacare Employment

Contact Person:	s 47F(1)	Position:	Work for the Dole Officer	Email:	s 47F(1)
Phone:	s 47F(1)	Mobile:	s 47F(1)	Fax:	

Host Organisation

Organisation Name:	Ballarat General Cemeteries Trust				
Host Contact:	s 47F(1)	Position:	Operations Manager	Email:	s 47F(1)
Phone:	s 47F(1)	Mobile:	s 47F(1)	Fax:	

Is this activity permitted under DESE's personal Accident and General and Products liability insurance?

Yes No

Does this activity comply with the relevant Work Health and Safety Legislation, Work for the Dole guidelines, DEED and reference Material?

Yes No

Have you confirmed there is a safe and healthy work environment?

Yes No

Have you advised the Host and the Supervisor to immediately notify Centacare when there is a job seeker incident or injury?

Yes No

Has the Risk assessment been conducted as part of an initial / review site monitoring visit for this activity?

Yes No

Hours of activity: 15 25

Number of places:

Individual Hosted Activity

Group Based Activity

Name of Activity:	Beautification of The Terraces & Restore F1 Monument Block	Location(s) of Activity:	1250 Doveton Street Nth Ballarat & 604 Macarthur Street, Ballarat
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Activity ID:	100195408	Start Date:	19.07.2021	End Date:	18.06.2022
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Risk Assessment Version:	1	Date:	7.7.21 & 14.12.21
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PHYSICAL

Potential Risks	Yes	Potential Impact	Risk Details	Rating	Induction	Supervised	Task Optional	On the job training	PPE Worn	Other Control Measures / Comments
Contact with vehicles /traffic	<input checked="" type="checkbox"/>	Collision/injury	Movement of traffic on cemetery roadways	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic Management Plan in place and is covered off in induction. Hi Vis Clothing is worn by participants. Restricted speed signs are clearly visible throughout the cemetery. Traffic cones are placed in areas where the work is close to a road.
Prolonged sitting	<input type="checkbox"/>	Soreness/stiffness			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged standing /walking	<input checked="" type="checkbox"/>	Soreness/stiffness	Strains, pains, soreness, fatigue, fainting	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No tight time frames. Variety of tasks and rotation of tasks. Supervisor monitors participants
Bending tasks	<input checked="" type="checkbox"/>	Soreness/stiffness	Strains, pains, soreness, fatigue, fainting	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On the job training. Supervisor will monitor participants
Repetitive tasks	<input checked="" type="checkbox"/>	Soreness/stiffness	Possible repetitive tasks could cause soreness, stiffness and aches	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On the job training. Supervisor will monitor participants
Manual handling up to 15kgs	<input checked="" type="checkbox"/>	Lifting injury	Strains, pains, soreness,	High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two main lifting buddy system
Tripping/falling hazards/stairs	<input checked="" type="checkbox"/>	Falls/impact injury	Sprains, breaks & lacerations	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Stairs. All hazards are reported & addressed ASAP and will be discussed in a tool box meeting. Indulations are checked prior to mowing.
Ladder use	<input type="checkbox"/>	Falls/impact injury/ entrapment	Ladder is used by supervisors only	Med	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors are the only ones to use ladders at all times
Use of hand tools	<input checked="" type="checkbox"/>	Cuts/injuries	Cuts, loss of limbs, soreness	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Participant is instructed on the job on how to use the tools. Gloves are to be worn by the participant and tool guards are in place.
Use of machinery /power tools/lawn mowers	<input checked="" type="checkbox"/>	Crushing/cuts/ entrapments/ injury	Cuts, loss of limbs, soreness	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	On the job instructions given on how to use the equipment. Equipment is regularly inspected and tested and tagged. Undulations are checked prior to mowing, face shields, earplugs.

Potential contact with wildlife or plants	<input checked="" type="checkbox"/>	Stings/bites/cuts/allergies	Bites, allergies, selling, infection	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Repellant is available on site. First Aid kits are on site and participants must wear gloves.
Food handling	<input type="checkbox"/>	Allergy exposure			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sorting through used goods	<input type="checkbox"/>	Cuts/puncture/contaminants			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rubbish removal	<input checked="" type="checkbox"/>	Contact with contaminants	Only general/personal rubbish	Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Participants must wear gloves. Supervised Disposal of rubbish
Exposure to heat/cold/ weather	<input checked="" type="checkbox"/>	Sickness/exhaustion	Dehydration, fainting, heat stroke and chill	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Shaded areas are across the cemetery. Water is available on site. A heat policy is followed. Indoor activities are available in very cold weather. Sunscreen and sunhats are supplied in the participant PPE pack and must be worn.
Noise/vibrations	<input checked="" type="checkbox"/>	Hearing / sensory impairment	Headaches, soreness, impairment	Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Earplugs are supplied to the participants and can be worn in noisy environments. Rotation of tasks are available and supervisor will monitor the participants.
Poor lighting/electrical	<input type="checkbox"/>	Eye strain/electrocution/shocks			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input checked="" type="checkbox"/>	Undulating Ground	Sprains, breaks, lacerations	Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All hazards are indentified and discussed on the job tool box meeting

CHEMICAL

Potential Risks	Yes	Potential Impact	Risk Details	Rating	Induction	Supervised	Task Optional	On the job training	PPE Worn	Other Control Measures / Comments
Gases/fumes/vapour	<input checked="" type="checkbox"/>	Choking/breathing hazard/allergen	Petrol when refueling mowers, brushcutters, leaf blowers	Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Participants are supervised. SDS are located in the refuelling shed. Participants are to wear gloves and masks.
Dust/dirt	<input checked="" type="checkbox"/>	Breathing & allergen hazard/irritation	Allergies, irritation, Fainting	Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tasks for the day are suited to weather conditions and discussed at the tool box meeting. Participants must wear gloves and masks in dusty conditions
Poisons/pesticide sprays	<input checked="" type="checkbox"/>	Breathing/skin allergen/irritation/poisoning	Allergies, irritation, Fainting	Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Participant is supervised. Gloves and masks are supplied and participant must wear them when doing this task.
Detergents/bleaches (Domestic)	<input checked="" type="checkbox"/>	Breathing/skin allergen/irritation/poisoning/chemical burns	Allergies, irritation, Fainting	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Products are clearly marked. Supervisor instructs participant on how to use the products provided. Products are stored safely and SDS are available onsite as well as a chemical register. Participants must wear gloves and masks.

Rubbish collection	<input type="checkbox"/>	Contact with contaminants/ breathing/skin allergen/irritation/ poisoning/ chemical			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paints & stains (Water & oil based)	<input checked="" type="checkbox"/>	Breathing/skin allergen/irritation/ poisoning	Painting could cause breathing difficulties, allergies or skin irritation	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Face masks are supplied for the activity and can be worn by participant
Fertilisers	<input type="checkbox"/>	Breathing/skin allergen/irritation/ poisoning			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PSYCHOLOGICAL

Potential Risks	Yes	Potential Impact	Risk Details	Rating	Induction	Supervised	Task Optional	Training	PPE Worn	Other Control Measures / Comments
Stressful tasks (Including working in a team environment)	<input checked="" type="checkbox"/>	Stress/distress /conflict	Stress, Anxiety, Conflict	Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covered off in induction. Variety of tasks. Optional for participant to either work alone or in small team. Supervisor is in line of sight at all times.
Customer/public contact	<input checked="" type="checkbox"/>	Conflict/stress	Stress, Anxiety, Conflict	Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participants have minimal contact with the public. On the job induction and supervisor is in line of sight at all times.
Tight deadlines	<input type="checkbox"/>	Stress/ pressure			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Difficult cognitive tasks (Planning, Cash handling, use of power tools & machinery)	<input type="checkbox"/>	Stress/ pressure			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input checked="" type="checkbox"/>		Covid-19 - Stress, Anxiety	Med	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pandemic plan in place. Participants are instructed on their personal hygiene. If participants are unwell, they are to get clearance from their doctor of when to return to duties.

ENVIRONMENT CHECKLIST

Potential Risks	Comments/Condition	Sighted	Item	Comments/Condition	Sighted
Safety evacuation plan (Including High Fire Danger area specific plans)	Explained to participants at induction and plan is displayed	<input checked="" type="checkbox"/>	Exit signs	In all the main buildings	<input checked="" type="checkbox"/>
First aid kit	Located at each site. Kits are checked yearly by external source	<input checked="" type="checkbox"/>	Fire extinguisher/s	Tested June 2021	<input checked="" type="checkbox"/>
First aid representative	WFD Supervisor is first aid trained Level 2 08.03.2018	<input checked="" type="checkbox"/>	Smoke detectors	Not Applicable	<input checked="" type="checkbox"/>
Toilet facilities	Located on site. Clean and tidy	<input checked="" type="checkbox"/>	Fire Hose	In all main buildings	<input checked="" type="checkbox"/>
Break facilities/tea room	Located on site. Clean and tidy	<input checked="" type="checkbox"/>	Fire Warden	WFD Supervisor	<input checked="" type="checkbox"/>
Shelter areas (outdoors)	Gazebo and shaded areas available	<input checked="" type="checkbox"/>	Routine fire drill/s	Scheduled and conducted by WFD Supervisor and documented	<input checked="" type="checkbox"/>
Other	COVID-19 - Pandemic plan in place	<input checked="" type="checkbox"/>	Equipment test & tag	Tested 8/1/21	<input checked="" type="checkbox"/>

ACTIVITY PPE



Eye protection



Hearing protection



Safety boots



Hi Vis long sleeve/pants



Raincoat



Dust mask



Apron



Sun hat



Gloves



Face shield



Sunscreen



Other

Hand Sanitizer

VULNERABLE COHORTS

Does this activity have direct involvement with any of the following vulnerable cohorts?

- | | | | | | |
|-----------------------------------|---------------------------|-------------------------------------|----------------------------|---------------------------|-------------------------------------|
| Children (under 18 years of age) | <input type="radio"/> Yes | <input checked="" type="radio"/> No | Vulnerable youth | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| The elderly | <input type="radio"/> Yes | <input checked="" type="radio"/> No | The homeless | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| People with disability | <input type="radio"/> Yes | <input checked="" type="radio"/> No | People with mental illness | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Migrants who do not speak English | <input type="radio"/> Yes | <input checked="" type="radio"/> No | Refugee residents | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

Any other cohort that the Provider or the Department identifies as vulnerable? Yes No

Does this activity have potential incidental contact (contact that is not the main focus of the activity) with vulnerable cohorts? Yes No

If Yes, please specify

Visitors to the cemetery

If the activity does directly involve vulnerable cohorts, is continuous, adequate and appropriate supervision in place? Yes No

(‘Continuous Supervision’ means that a job seeker must be in the Supervisor’s line of sight at all times while undertaking the activity)

Are any checks required for this activity? Yes No

If Yes, please specify – Working with Children’s Check (Volunteer) and Police Check

Supervisors have Current Police Checks and WWC

HOST ORGANISATION POLICIES & PROCEDURES

Does the host organisation have some or all the policies and procedures below in place to show that safe systems of work exist? Yes No

Is the activity conducted on private property? Yes No What type of property is the activity on? Land House Business

Are improvements being made to the property? *If Yes, written evidence is required (e.g. Title) to prove that the property is not privately owned* Yes No

Work cover insurance Yes No N/A Issue date: If No, see Volunteer Insurance

Volunteer insurance Yes No N/A Issue date:

Public liability insurance Yes No N/A Expiry date: Amount:

Supervision requirements for the work Supervisor ratio: On site Line of sight Multiple supervisors required

Induction to Host organisation Verbal Written Signed off by participant

Training provided Informal/on the job Formal (written) Signed off by participant

Incident and injury management procedures and registers Yes Sighted No Other:

First aid officers located on site Yes No Alternative:

Emergency management for the site Evacuation plans Fire drills Sign in/out book used for participants

WHS policy and procedures Yes Sighted No Alternative:

Hazard reporting processes and register Yes No Describe:

Test and Tag regime in place for portable electrical items Yes No Frequency: Last tested date:

Essential safety measures are in place and maintained Yes No Frequency: Last tested date:

E.g. Extinguishers, hose reels, alarms, sprinklers

Hazardous substances storage and use procedures and registers Yes No Sighted

Material Safety Data Sheets held on site Yes No N/A Location: Sighted

Working at heights procedures/protocols Yes No N/A Describe:

Vehicle used as a part of the activity Yes No Registration: Expiry Date:

Main focus of the activity Yes No

Participant transportation Yes No Insurance: Expiry Date:

Driver's license type: Sighted N/A

Last service date: Vehicle condition:

ACTIVITY SUPERVISOR

SUPERVISOR 1

Name: Phone: Supervisor Ratio:

Does he/she have skills/knowledge/experience in:

The part of the activity in which they are engaged? Yes No Describe below: *e.g. Previous WFD Supervisor*

Supervisor on previous Work for the Dole activities

Working with, training and supervising people in such activities? Yes No Describe below: *e.g. Previous WFD Supervisor*

George has relevant experience working with work for the dole participants from previous activities

Have relevant workplace, health and safety training? Yes No Describe below: *e.g. Previous OH&S experience*

Certificates supplied from previous activities and updated as required.

Have relevant checks as required for the activity? P/Check Issue date: Copy sighted Other WWCC First Aid Cert

From the information provided the supervisor has been assessed as being a fit and proper person to be involved in the activity Yes No

ACTIVITY SUPERVISOR

SUPERVISOR 2

Name: Phone: Supervisor Ratio:

Does he/she have skills/knowledge/experience in:

The part of the activity in which they are engaged? Yes No Describe below: *e.g. Previous WfD Supervisor*

Working with, training and supervising people in such activities? Yes No Describe below: *e.g. Previous WfD Supervisor*

Have relevant workplace, health and safety training? Yes No Describe below: *e.g. Previous OH&S experience*

Have relevant checks as required for the activity? P/Check Issue date: Copy sighted Other WWCC First Aid Cert

From the information provided the supervisor has been assessed as being a fit and proper person to be involved in the activity Yes No

CONTROL MEASURES TO BE ACTIONED IMMEDIATELY

Today's Date	Control Measure	Person Responsible	To be actioned by Date	Completed

APPROVAL				
Date	Changes to be completed prior to approval	Document approved by Region Manager	Manager Name	Manager Signature
		<input type="checkbox"/>		

Does the Host Organisation have a COVID-Safe plan (or similar) in place in accordance with the requirements specified by the relevant state or territory government?

- Yes
 No
 Not required by state or territory government

Are you and is the Host Organisation satisfied that the Host Organisation is compliant with COVID 19 safety requirements set by the relevant state/territory government and local health authorities?

- Yes
 No

Note: If you have identified any significant work health and safety concerns that cannot be mitigated to create a safe working environment and/or cannot be adequately managed, the Activity must not proceed. Activities must not proceed if COVID 19 safety requirements are not met. All Work for the Dole Host Organisation must have a COVID-Safe plan (or similar) in place prior to an activity commencing in accordance with the requirements specified by the relevant state or territory government.


RISK MATRIX ASSESS THE LEVEL OF RISK

Consider the hazards identified and use the risk assessment matrix below as a guide to assess the risk level. You may want to consult with the Host Organisation management and/or supervisor for estimating both the consequence and likelihood of the risks.

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Significant/ Critical 5
Almost Certain 5	Medium	Medium	High	Extreme	Extreme
Likely 4	Low	Medium	High	High	Extreme
Possible 3	Low	Medium	High	High	High
Unlikely 2	Low	Low	Medium	Medium	High
Rare 1	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1- Insignificant	No treatment required	1- Rare	Will only occur in exceptional circumstances
2- Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2- Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3- Moderate	Injury requiring medical treatment or lost time	3- Possible	May occur within the foreseeable future or within the project lifecycle
4- Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4- Likely	Likely to occur within the foreseeable future or within the project lifecycle
5- Significant/ Critical	Loss of life, permanent disability or multiple injuries	5- Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place. Keep constant monitoring and supervision. Update the risk controls frequently.
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Needs to be addressed by eliminating, substituting or reducing the risk by establishing proper controls. Establish an action plan to reduce the risk to acceptable levels
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Requires immediate action to eliminate or substitute risk. Establish an action plan within 30 days to eliminate, substitute risk to reduce risk exposure
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Stop activity until the risk is eliminated or substituted. The activity must not proceed.

Hierarchy of Control	
Most effective (high level)  Least effective (Low level)	Elimination: remove the hazards completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. less hazardous chemical?)
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard
	Administration: putting rules, signage or training in place to make the workplace safer (e.g. induction training, highlighting trip hazards, adequate supervision)
	Personal Protective Equipment (PPE): protective clothing and equipment (e.g. gloves, hat)

Centacare Risk Assessor	Host Representative
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Name: s 47F(1)

Position:
s 47F(1)

Signature: _____

Date: 14.12.2021

Name: s 47F(1)

Position:
s 47F(1)

Signature: _____

Date: 14.12.2021

Provider Portal – News Item

Publishing Date: Friday 21 June 2024

Subject: 2024/25 Work for the Dole Projects Fund Allocations are now available.

Content:

The Work for the Dole Projects Fund Allocations for the 2024/25 financial year are now available in Workforce Australia Online for Providers. Providers can now start creating Work for the Dole Projects in the system to commence from 1 July 2024.

Providers are also reminded that additional Projects Funding may be requested for the 2024/25 financial year where there is a demonstrated need. To request additional funding, please complete the [Request for additional Work for the Dole Projects Funding form](#) available on the Provider Portal and submit to your Provider Lead by no later than 28 February 2025. This form may be used to request additional funding for more than one Employment Region.

If you have any questions in relation to Work for the Dole Project Funding, please contact your Provider Lead in the first instance.

Provider Portal News Item

Work for the Dole Projects – Interim Acquittals due soon

Providers are reminded that Work for the Dole Project Interim Acquittals are due to be submitted to the Department for approval by 25 February 2024. A Null Report will need to be submitted if you did not have any Work for the Dole Project expenditure between 1 July 2023 to 31 December 2023.

As per previous Acquittals, once submitted, a notification will not be sent to the Department, so you may wish to notify your Provider Lead or Employment Region Lead directly once you have submitted your Acquittal Report.

Task cards are available on the [Digital Solutions Support](#) page that outline the system steps required to complete and submit acquittals;

- *Workforce Australia – Work for the Dole (WfD) Projects Acquittal Reports – Submitting an acquittal report, and*
- *Workforce Australia – WfD Projects Acquittal Reports – Submitting a Null Acquittal Report.*

Please be aware that the [Managing the Work for the Dole Project Fund Guide](#) (located on the Provider Portal) has been updated and should assist in processing any acquittals with Report Costs.

Providers are also reminded that additional Projects Funding may be requested for the remainder of the 2023/24 financial year where there is a demonstrated need. To request additional funding, please complete the [Request for additional Work for the Dole Projects Funding form](#) available on the Provider Portal and submit to your Provider Lead by 29 February 2023. This form may be used to request additional funding for more than one Employment Region.

If you have any questions in relation to Work for the Dole Acquittals, please contact your Provider Lead in the first instance.

Workforce Australia Online for Providers – incorrect use of Created in Error (CIE) for Work for the Dole Activities

This notice is to clarify when to use the Created in Error (CIE) Placement Status for Work for the Dole activities.

The use of CIE should generally only be used prior to a client's scheduled commencement in the activity and where the Provider has incorrectly created the Work for the Dole referral.

The use of CIE after a client's scheduled commencement may result in Providers incorrectly applying the Targeted Compliance Framework (TCF), including payment holds and demerits. CIE removes all diary entries related to this activity from the client's calendar, however, compliance events and payment suspensions connected to the referral remains active. This means if you raise a compliance event for non-attendance at an activity, then subsequently CIE the activity referral, there is no record of the requirement in the client's calendar.

In circumstances where the referral to Work for the Dole was correct at the time of creation, however, the client did not start the activity, Providers should update the status to 'Did Not Start' (DNS).

After entering DNS, Providers then need to manually remove future calendar entries related to the activity. This ensures the past calendar entries linked to compliance events are still evidenced in the calendar.

New task cards are in development to support the correct use of CIE and DNS, which will include more detailed information on when to use each Placement Status. If you have any questions in the meantime, please submit a question via Question Manager.

Question Time Brief - Employment and Workplace Relations

QB24-000035

Last Updated by Department: 22 January 2024

Last Updated by Adviser: XX Month YYYY

Work for the Dole**HEADLINE**

- The Work for the Dole program is still in operation. The House Select Committee Inquiry into Workforce Australia Employment Services recommended that Work for Dole continues as a last resort activity for people who don't engage or comply with mutual obligation requirements.

KEY ISSUES

- The Government is carefully considering the recommendations made by the Select Committee, including those in relation to Work for the Dole.
- We will continue to work with stakeholders as we strengthen our employment services, and address the issues highlighted in the report.
- I am aware of the media around the decision made by The Brotherhood of St Laurence to no longer participate in Work for the Dole. I am also advised that they did not run any Work for the Dole activities under Workforce Australia.
- A Work for the Dole activity provides safe, work-like experiences and is run by a host organisation. Organisations have a choice of whether to be involved in the program.
 - Hosts are usually not-for-profit organisations delivering benefits to local communities.
 - Activities support employment services clients to develop some or all of the core competencies identified by Jobs and Skills Australia as critical to the workplace. They also allow for more formalised training where individuals have the opportunity to obtain a license, qualification, micro-credential, or other recognised skill.
- Work for the Dole is the mandatory activity for Workforce Australia clients that have not met their activation requirement (usually around six months in service) or been placed in an alternative activity.
 - Clients are required to do a minimum of 8 weeks to meet their mandatory activity requirement.
 - Providers must consider the client's individual circumstances.
 - Flexibility can be applied for the number of hours to do an activity.
- Work for the Dole activities can also be undertaken voluntarily, outside of the mandatory activity requirement.
- If an individual is concerned about their Work for the Dole requirements or a provider, I encourage them to contact the National Customer Service Line, who will be able to provide more information and assistance.

Contact Officer: Melissa Ryan, First Assistant Secretary, Workforce Australia for Individuals Division**Telephone:** s 22(1)

Question Time Brief - Employment and Workplace Relations

QB24-000035

Last Updated by Department: 22 January 2024

Last Updated by Adviser: XX Month YYYY

BACKGROUND

- There are 2 types of Work for the Dole activities, Work for the Dole Placements and Work for the Dole Projects. Activities cannot displace paid workers.
- Work for the Dole Placements generally offer a few Places, allowing multiple Participants to be referred to the activity at the same time.
- As at 31 December 2023:
 - **17,653** referrals to Work for the Dole Activities
 - **12,035** commencements in Work for the Dole Activities. Of these:
 - **2,334** Work for the Dole Activities have been approved by Workforce Australia Employment Services Providers including **79** Work for Dole Projects.
- There are 2 participation requirement categories for Work for the Dole.
 - Category 1 (those aged 18-59 with full-time requirements) have a minimum requirement of 30 hours per fortnight and a maximum of 50 hours per fortnight.
 - Category 2 (eligible participants not in category 1) have a minimum requirement of 15 hours per fortnight and a maximum of 30 hours per fortnight.
- Where individuals participate in Work for the Dole (voluntary or mandatory), they accrue points towards their Points Based Activation System target.
 - Participation of over 15 hours per week accrues 20 points per week.
 - Participation of up to 15 hours per week accrues 15 points per week.
- As part of the mandatory activity requirement for those in Workforce Australia Services (after 6 months in service or 3 months for those transferred from online services and then every 6 months thereafter), clients may choose to undertake other approved activities. However, if they have not done that, or been placed into an alternative activity, they are generally required to undertake Work for the Dole as a mandatory activity in their Job Plan for a minimum of 8 weeks.
- Income support payments are not a wage for participating in activities such as Work for the Dole. It is provided as a safety net while individuals are temporarily unable to financially support themselves. In return for income support payments, individuals are expected to do all that they are able to look for work or build their capacity to work.
- Clients participating in Work for the Dole receive a \$20.80 supplement, administered by Services Australia. Payments are also available to Providers and Host Organisations to support with the costs of running Work for the Dole activities.
- Under legislative criteria, those on a part rate of payment or aged under 18 or 60 and over cannot be required to undertake Work for the Dole.
- Workforce Australia Online Services, Disability Employment Services, ParentsNext, and Transition to Work clients are ineligible to participate in Work for the Dole (due to program settings rather than legislation).
- Work Health and Safety matters are a critical priority for the program. Providers must ensure all activities have an Activity Risk Assessment prior to starting. They must also complete a Participant Risk Assessment for each person they refer to an activity.

Recent Media

- a) [BSL Work for the Dole \(15th January\)](#)
- b) [‘Pushes people into greater hardship’: Well-known charity cuts ties with Work for the Dole – SBS News \(16th January\)](#)
- c) [Renewed calls for Labor to ditch work for the dole scheme as major charity walks away \(19th January\)](#)
- d) [Charity pulls out of Jobseeker scheme as it’s broken \(19th January\)](#)

Contact Officer: Melissa Ryan, First Assistant Secretary, Workforce Australia for Individuals Division

Telephone: s 22(1)

Question Time Brief - Employment and Workplace Relations

QB24-000035

Last Updated by Department:

Last Updated by Adviser: 5 February 2024

Work for the Dole**HEADLINE**

- The Work for the Dole program is still in operation. The House Select Committee Inquiry into Workforce Australia Employment Services recommended that Work for Dole continues as a last resort activity for people who don't engage or comply with mutual obligation requirements.

KEY ISSUES

- The Government is carefully considering the recommendations made by the Select Committee, including those in relation to Work for the Dole.
- Labor supports the concept of mutual obligations, but it is critical people are not penalised unfairly.
- We know there's more work to do to fix employment services.
- That's why this Government established a Select Committee to examine the system.
- We're working through the Committee's recommendations to ensure we have a system focused on helping people get into work.
- I am aware of the media around the decision made by The Brotherhood of St Laurence to no longer participate in Work for the Dole. I am also advised that they did not run any Work for the Dole activities under Workforce Australia.
- A Work for the Dole activity provides work-like experiences and is run by a host organisation. Organisations have a choice of whether to be involved in the program.
 - Hosts are usually not-for-profit organisations
 - Activities support employment services clients to develop core employment skills, and also allow for more formalised training where individuals can obtain a license, qualification, micro-credential, or other recognised skill.
- Work for the Dole is the mandatory activity for Workforce Australia clients that have not met their activation requirement (usually around six months in service) or been placed in an alternative activity.
 - Clients are required to do a minimum of 8 weeks to meet their mandatory activity requirement.
 - Providers must consider the client's individual circumstances.
 - Flexibility can be applied for the number of hours to do an activity.
- Work for the Dole activities can also be undertaken voluntarily, outside of the mandatory activity requirement.
- If an individual is concerned about their Work for the Dole requirements or a provider, I encourage them to contact the National Customer Service Line, who will be able to provide more information and assistance.

Contact Officer: Melissa Ryan, First Assistant Secretary, Workforce Australia for Individuals Division**Telephone:** s 22(1)

Question Time Brief - Employment and Workplace Relations

QB24-000035

Last Updated by Department:

Last Updated by Adviser: 5 February 2024

Question Time Brief - Employment and Workplace Relations

QB24-000035

Last Updated by Department:

Last Updated by Adviser: 5 February 2024

BACKGROUND

- There are 2 types of Work for the Dole activities, Work for the Dole Placements and Work for the Dole Projects. Activities cannot displace paid workers.
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- Where individuals participate in Work for the Dole (voluntary or mandatory), they accrue points towards their Points Based Activation System target.
 - Participation of over 15 hours per week accrues 20 points per week.
 - Participation of up to 15 hours per week accrues 15 points per week.
- As part of the mandatory activity requirement for those in Workforce Australia Services (after 6 months in service or 3 months for those transferred from online services and then every 6 months thereafter), clients may choose to undertake other approved activities. However, if they have not done that, or been placed into an alternative activity, they are generally required to undertake Work for the Dole as a mandatory activity in their Job Plan for a minimum of 8 weeks.
- Income support payments are not a wage for participating in activities such as Work for the Dole. It is provided as a safety net while individuals are temporarily unable to financially support themselves. In return for income support payments, individuals are expected to do all that they are able to look for work or build their capacity to work.
- Clients participating in Work for the Dole receive a \$20.80 supplement, administered by Services Australia. Payments are also available to Providers and Host Organisations to support with the costs of running Work for the Dole activities.
- Under legislative criteria, those on a part rate of payment or aged under 18 or 60 and over cannot be required to undertake Work for the Dole.
- Workforce Australia Online Services, Disability Employment Services, ParentsNext, and Transition to Work clients are ineligible to participate in Work for the Dole (due to program settings rather than legislation).
- Work Health and Safety matters are a critical priority for the program. Providers must ensure all activities have an Activity Risk Assessment prior to starting. They must also complete a Participant Risk Assessment for each person they refer to an activity.

Recent Media

- a) [BSL Work for the Dole \(15th January\)](#)
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Contact Officer: Melissa Ryan, First Assistant Secretary, Workforce Australia for Individuals Division**Telephone:** s 22(1)

Work for the Dole

Purpose of the program

- Work for the Dole activities provide participants with work-like experiences that benefit or contribute to the community.
- Work for the Dole is the Mandatory Activity for participants in Workforce Australia Services who have not met the activation requirement by their activation point (i.e. generally every 6 months).
 - Participants can undertake an alternate activity if it better suits their individual circumstances, even once they reach the activation point.
 - Work for the Dole can also be undertaken voluntarily at any time in Workforce Australia Services.
 - Participants accrue points towards their Points Based Activation System (PBAS) target whether it is being undertaken as a Mandatory Activity or voluntarily.
 - Participation in Work for the Dole is for a minimum of 8 weeks.

Commencements and activities under Workforce Australia

Period	Participant Commencements		Approved Activities
	Referred*	Commenced	Total Activities
1 July 2022 to 31 December 2023	17,653	12,035	2,334
Current as at 31 December 2023	1,616	1,157	1,249

*Referred includes participants who have not yet started at their activity. Reasons for this may include, the Participant being referred to an alternative activity, exiting employment services or being subject to a temporary exemption.

Expenditure/Budget (\$ millions)

	2023–24	2024–25	2025–26	2026–27	2027–28	Total FE [^]
Budget	32.544	37.367	40.352	40.936	41.090	192.289
Actual Expenditure	4.109					4.109

[^]Total forward estimates budget for 2023-24 to 2027-28

Contract to Date Expenditure:

- Total expenditure under Workforce Australia (1 July 2022 - 31 December 2023) for Work for the Dole is \$8.164 million.
- Actual expenditure is lower than the forecasted expenditure amount due to the flexibility participants have to satisfy their activation requirement through alternate activities such as such as Employability Skills Training, Career Transition Assistance, Skills for Education and Employment or accredited training courses.

What has the Government said about the program?

Select Committee for Workforce Australia Employment Services

- The House Select Committee Inquiry into Workforce Australia Employment Services released its final report on 30 November 2023.
- The report recommended that Work for the Dole be retained where participants do not meaningfully engage or comply with their Job Plans over the long term, and that participants should receive realistic financial supplementation to cover their costs of transport and participation.
- The Government is carefully considering the report and its recommendations and is expected to respond to the report in the first half of 2024.

Recent media and stakeholder views of the program

- In response to the release of the Select Committee Report the Brotherhood of St Laurence announced on 15 January 2024 that they will no longer be accepting volunteers referred from Work for the Dole. The Brotherhood of St Laurence have not hosted any Work for the Dole activities since the commencement of Workforce Australia.
- Following the release of the statement from the Brotherhood of St Laurence, The Guardian, SBS News and The Project submitted media requests to the Department. A response from the Department was provided to these requests. The story aired on The Project on 19 January 2024 and included interviews with the Brotherhood of St Laurence, the Saturday Paper, and the AntiPoverty Centre.

Remuneration

- Many media outlets refer to Work for the Dole as a form of labour. Income support payments are not a wage for participating in activities such as Work for the Dole. In return for income support payments, individuals are expected to do all that they are able to in order to look for work or build their capacity to work. Participants in Work for the Dole receive a fortnightly \$20.80 Approved Program of Work Supplement, administered by Services Australia.
- Community peak bodies such as the Antipoverty Centre continue to advocate for the cessation of Work for the Dole on the basis that activities are unsafe and remuneration does not reflect activities undertaken.

Freedom of Information Requests

In response to an FOI request, the release of certain Work for the Dole documents occurred in the week of 15 January 2024.

How the program operates

- There are 2 types of Work for the Dole activities, **Work for the Dole Placements** and **Work for the Dole Projects**.
 - **Work for the Dole Placements** involve placing single participants into individual roles within a Host Organisation and have been available since 4 July 2022.
 - **Work for the Dole Projects** involve placing groups of participants in community projects developed specifically as a Work for the Dole activity and have been available since 4 October 2022.
- Participants must be aged 18 years and over, registered in Workforce Australia Services and in receipt of income support to undertake Work for the Dole. Work for the Dole may be undertaken voluntarily at any time while in Workforce Australia Services or as the Mandatory Activity.
- Work for the Dole activities must only be hosted* by:
 - not-for-profit organisations/charities
 - local, state, territory or Australian Government organisations or agencies or;
 - a not-for-profit arm of for-profit organisations

*Except in specific circumstances, such as Community Support Projects.

- Workforce Australia Services providers engage Host Organisations in their Employment Regions to deliver Work for the Dole activities that suit the individual needs of their caseload.
- Providers can tailor an appropriate number of activity hours to a person's individual circumstances, rather than having a 'set' number of hours prescribed.
- Activities can include training to provide participants with the opportunity to obtain a license, qualification, micro-credential, or other recognised skill.
- Activities should provide participants with the opportunity to develop some or all of the 10 core competencies identified by Jobs and Skills Australia (digital engagement, initiative and innovation, learning, numeracy, oral communication, planning and organising, problem solving, reading, teamwork, writing).

Work for the Dole participation requirements

- Participants serviced by a Workforce Australia Services Provider generally have a Mandatory Activity Requirement at 6 months, or at 3 months if they were referred from Workforce Australia Online after 12 months, and then every 6 months if they have not been intensively engaged in services. Work for the Dole is the default activity for eligible participants who have a Mandatory Activity Requirement.
- All placements in Work for the Dole must be for a minimum of 8 weeks. Participants undertaking Work for the Dole to meet their Mandatory Activity Requirement are required to participate for a minimum of 8 weeks to meet their requirement.
 - Participants undertaking Work for the Dole on a voluntary basis may remain in the activity for longer than 8 weeks should they choose to do so.
- There are 2 participation requirement categories for Work for the Dole:
 - 15 - 25 hours per week for participants with full-time requirements
 - 7.5 - 15 hours per week for participants who are:
 - aged 18-59 who have partial capacity to work or are principal carers
 - aged 60 – up to age pension
 - Disability Support Pension (DSP) recipients under 35 who have participation requirements.

Suitability

- Providers must ensure activities are safe for participants and consider the participant’s suitability in relation to their individual circumstances, including any cultural and religious beliefs.
- Participants should discuss with their provider if they do not feel their individual circumstances are being taken into consideration. If they are not satisfied with the response from their provider, they should contact the National Customer Service Line.
- Providers are also required to adhere to specific guidelines when identifying suitable Host Organisations to deliver Work for the Dole activities.
 - For example, providers cannot engage Host Organisations to deliver Work for the Dole activities if the organisation condones any form of discrimination, including on the grounds of religion, race, ethnic group, language, sex, or disability.

Self-Referral

- Some providers, who are also not-for-profit organisations and meet the Host Organisation eligibility requirements, can host their own Work for the Dole activities, however, the uptake in Workforce Australia has been low. In addition, providers who are also a Registered Training Organisation (RTO) may deliver training elements within their activities. Arrangements are in place to ensure other organisations continue to have access to undertake these roles.
- A provider who is also an RTO may deliver training for up to 50 per cent of their Work for the Dole activities.
- A provider may not deliver training on a Work for the Dole activity where they are both the arranging provider and the Host Organisation.
- Providers cannot create Work for the Dole activities that result in a benefit or gain to the provider. Work for the Dole fees paid for activities cover the running costs of the activity only such as risk assessments, provision of personal protective equipment and induction training.

Incidents

- From 1 July 2022 to 31 December 2023, there have been a total of 103 incidents (1 per cent of participants) among the 10,277 unique participants who have participated in Work for the Dole under Workforce Australia.
 - Incidents involving injuries (89) include strains to muscles/tendons or joints, fractures, dislocation, scratches, cuts and burns.
 - Incidents not involving injury (14) may include, for example, feeling faint, experiencing chest pains, falling or tripping and near misses, however, the participant has not reported sustaining an injury because of the incident.

- In comparison, Safe Work Australia report that 3.5% of the working population experienced a work-related injury or illness in financial year 2021-22 (Source: *Analysis of ABS Work-related injuries survey data, 2021-2022*).

Safety and Insurance

- Providers and Host Organisations have a legal requirement to ensure the workplace and the activity being carried out meets all Work Health and Safety (WHS) obligations under relevant legislation and program requirements.
- The department purchases personal accident insurance and public and product liability insurance to cover participants who undertake activities such as Work for the Dole.
- Providers must confirm that associated Host Organisations have current and appropriate insurance to cover any risks associated with the Work for the Dole activity.
- WHS matters are a critical priority for the program. Providers are responsible for ensuring all activities have an Activity Risk Assessment prior to starting. In addition, Providers must complete a Participant Risk Assessment for each participant before they can be referred to an activity.
- Providers must also consider the individual circumstances of participants when placing them in an activity. This includes ensuring they comply with the direction on face-to-face service delivery which outlines it is not reasonable to require participants to undertake face -to-face activities (such as Work for the Dole) where they have genuine COVID concerns.

Research

- Post Program Monitoring (PPM) results under jobactive consistently showed most Work for the Dole participants in jobactive were satisfied that they operated in a safe work environment, had good supervision, and were pleased with the quality of their Work for the Dole activity.
- Departmental evaluation research also found many participants appreciated the social interactions of their Work for the Dole placement and recognised the community benefit of the program.
- It is expected that PPM results for participants undertaking Work for the Dole in Workforce Australia Services will be published in May 2024.

Related Questions received on notice

PDR Link	Submitted By	Subject	Answer Summary
SQ23-001226	Rice, Janet	Provide the latest data on incidents, risk assessments, injuries and complaints from WfD sites	<p>Every Work for the Dole activity is required to have an Activity Risk Assessment to identify the risks at each activity and how each risk will be mitigated.</p> <p>Table in response document provides detail on 78 WHS incidents and injuries broken down by category from 1 July 2022 to 30 September 2023.</p> <p>For the period 1 July 2022 to 30 September 2023, 48 complaints were received by the NCSL about WfD from Participants in Workforce Australia Services. Response document details the top 3 types of complaints; WfD referral, Provider issues and Host Organisation issues.</p>
SQ23-001547	O'Sullivan, Matt	What is the number of WfD Participants now?	<p>Since the commencement of Workforce Australia there have been 9,605 commencements in Work for the Dole (as at 30 September 2023).</p> <p>Note: a person may commence in Work for the Dole more than once.</p>

Work for the Dole

Purpose of the program

- Work for the Dole activities provide individuals with work-like experiences that benefit or contribute to the community.
- Work for the Dole is the Mandatory Activity for clients in Workforce Australia Services who have not met the activation requirement by their activation point (i.e. generally every 6 months).
 - Clients can undertake an alternate activity if it better suits their individual circumstances, even once they reach the activation point.
 - Work for the Dole can also be undertaken voluntarily at any time in Workforce Australia Services.
 - Clients accrue points towards their Points Based Activation System (PBAS) target whether it is being undertaken as a Mandatory Activity or voluntarily.
 - Participation in Work for the Dole is for a minimum of 8 weeks.

Commencements and activities under Workforce Australia

Period	Client Commencements		Approved Activities
	Referred*	Commenced	Total Activities
1 July 2022 to 31 March 2024	20,780	14,005	2,625
Current as at 31 March 2024	1,975	1,275	1,140

*Referred includes clients who have not yet started at their activity. Reasons for this may include, the client being referred to an alternative activity, exiting employment services or being subject to a temporary exemption. Clients can be referred more than once.

Expenditure/Budget (\$ millions)

	2023–24	2024–25	2025–26	2026–27	2027–28	Total FE [^]
Budget	14.011	23.098	26.185	27.150	27.025	117.470
Expenditure	5.327					9.382 (including 2022-23 expenditure)

[^]Total forward estimates budget for 2023-24 to 2027-28

Contract to Date Expenditure:

- Total expenditure under Workforce Australia (1 July 2022 - 31 March 2024) for Work for the Dole is \$9.382 million.
- Actual expenditure is lower than the forecasted expenditure amount due to the flexibility clients have to satisfy their activation requirement through alternate activities such as such as Employability Skills Training, Career Transition Assistance, Skills for Education and Employment or accredited training courses.

What has the Government said about the program?

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- The House Select Committee Inquiry into Workforce Australia Employment Services released its final report on 30 November 2023.
- The report recommended that Work for the Dole be retained where people do not meaningfully engage or comply with their Job Plans over the long term, and that people should receive realistic financial supplementation to cover their costs of transport and participation.

- The Government is carefully considering the report and its recommendations and is expected to respond to the report shortly.

Recent media and stakeholder views of the program

- In response to the release of the Select Committee Report the Brotherhood of St Laurence announced on 15 January 2024 that they will no longer be accepting volunteers referred from Work for the Dole. The Brotherhood of St Laurence have not hosted any Work for the Dole activities since the commencement of Workforce Australia.
- Following the release of the statement from the Brotherhood of St Laurence, the Department responded to a number of media requests on this matter.

Remuneration

- Many media outlets refer to Work for the Dole as a form of cheap/free labour. Income support payments are not a wage for participating in activities such as Work for the Dole. In return for income support payments, individuals are expected to do all that they are able to in order to look for work or build their capacity to work. Work for the Dole clients receive a fortnightly \$20.80 Approved Program of Work Supplement, administered by Services Australia.
- Community peak bodies such as the Antipoverty Centre continue to advocate for the cessation of Work for the Dole on the basis that activities are unsafe, and remuneration does not reflect activities undertaken.

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*Except in specific circumstances, such as Community Support Projects.

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- Providers can tailor an appropriate number of activity hours to a person's individual circumstances, rather than having a 'set' number of hours prescribed.
- Activities can include training to provide individuals with the opportunity to obtain a license, qualification, micro-credential, or other recognised skill.
- Activities should provide individuals with the opportunity to develop some or all 10 core competencies identified by Jobs and Skills Australia (digital engagement, initiative and innovation, learning, numeracy, oral communication, planning and organising, problem solving, reading, teamwork, writing).

Work for the Dole participation requirements

- Workforce Australia Services provider clients generally have a Mandatory Activity Requirement at 6 months, or at 3 months if they were referred from Workforce Australia Online after 12 months, and then every 6 months if they have not been intensively engaged in services. Work for the Dole is the default activity for eligible clients who have a Mandatory Activity Requirement.
- All placements in Work for the Dole must be for a minimum of 8 weeks. Individuals undertaking Work for the Dole to meet their Mandatory Activity Requirement are required to participate for a minimum of 8 weeks to meet their requirement.
 - Individuals undertaking Work for the Dole on a voluntary basis may remain in the activity for longer than 8 weeks should they choose to do so.
- There are 2 participation requirement categories for Work for the Dole:
 - 15 - 25 hours per week for clients with full-time requirements
 - 7.5 - 15 hours per week for clients who are:
 - aged 18-59 who have partial capacity to work or are principal carers
 - aged 60 – up to age pension
 - Disability Support Pension (DSP) recipients under 35 who have participation requirements.

Suitability

- Providers must ensure activities are safe for clients and consider the individual's suitability in relation to their personal circumstances, including any cultural and religious beliefs.
- Clients should discuss with their provider if they do not feel their individual circumstances are being taken into consideration. If they are not satisfied with the response from their provider, they should contact the National Customer Service Line.
- Providers are also required to adhere to specific guidelines when identifying suitable Host Organisations to deliver Work for the Dole activities.
 - For example, providers cannot engage Host Organisations to deliver Work for the Dole activities if the organisation condones any form of discrimination, including on the grounds of religion, race, ethnic group, language, sex, or disability.

Self-Referral

- Some providers, who are also not-for-profit organisations and meet the Host Organisation eligibility requirements, can host their own Work for the Dole activities, however, the uptake in Workforce Australia has been low. In addition, providers who are also a Registered Training Organisation (RTO) may deliver training elements within their activities. Arrangements are in place to ensure other organisations continue to have access to undertake these roles, such as:
 - Providers who are also an RTO may deliver training for up to 50 per cent of their Work for the Dole activities only.
 - Providers may not deliver training on Work for the Dole activities where they are both the arranging provider and the Host Organisation.
 - Providers cannot create Work for the Dole activities that result in a benefit or gain to the provider. Work for the Dole fees paid for activities cover the running costs of the activity only such as risk assessments, provision of personal protective equipment and induction training.

Incidents

- From 1 July 2022 to 31 March 2024, there have been a total of 120 incidents (1 per cent of clients) among the 11,760 unique clients who have participated in Work for the Dole under Workforce Australia.

- Incidents involving injuries (103) include strains to muscles/tendons or joints, fractures, dislocation, scratches, cuts and burns.
 - Incidents not involving injury (17) may include, for example, feeling faint, experiencing chest pains, falling or tripping, third party property damage and near misses. In these instances the client has not reported sustaining an injury because of the incident.
- In comparison, Safe Work Australia report that 3.5% of the working population experienced a work-related injury or illness in financial year 2021-22 (Source: *Analysis of ABS Work-related injuries survey data, 2021-2022*).

Safety and Insurance

- Providers and Host Organisations have a legal requirement to ensure the workplace and the activity being carried out meets all Work Health and Safety (WHS) obligations under relevant legislation and program requirements.
- The department purchases personal accident insurance and public and product liability insurance to cover clients who undertake activities such as Work for the Dole.
- Providers must confirm that associated Host Organisations have current and appropriate insurance to cover any risks associated with the Work for the Dole activity.
- WHS matters are a critical priority for the program. Providers are responsible for ensuring all activities have an Activity Risk Assessment prior to starting. In addition, Providers must complete a Participant Risk Assessment for each person before they can be referred to an activity.
- Providers must also consider the individual circumstances of clients when placing them in an activity. This includes ensuring they comply with the direction on face-to-face service delivery which outlines it is not reasonable to require clients to undertake face -to-face activities (such as Work for the Dole) where they have genuine COVID concerns.

Research

- Post Program Monitoring (PPM) results under jobactive consistently showed most Work for the Dole clients in jobactive were satisfied that they operated in a safe work environment, had good supervision, and were pleased with the quality of their Work for the Dole activity.
- Departmental evaluation research also found many clients appreciated the social interactions of their Work for the Dole placement and recognised the community benefit of the program.
- It is expected that PPM results for clients undertaking Work for the Dole in Workforce Australia Services will be published in June 2024.

Related Questions received on notice

PDR Link	Submitted By	Subject	Answer Summary
SQ23-001226 (October 2023)	Rice, Janet	Provide the latest data on incidents, risk assessments, injuries, and complaints from WfD sites	<p>Every Work for the Dole activity is required to have an Activity Risk Assessment to identify the risks at each activity and how each risk will be mitigated.</p> <p>Table in response document provides detail on 78 WHS incidents and injuries broken down by category from 1 July 2022 to 30 September 2023.</p> <p>For the period 1 July 2022 to 30 September 2023, 48 complaints were received by the NCSL about WfD from Participants in Workforce Australia Services. Response document details the top 3 types of complaints; WfD referral, Provider issues and Host Organisation issues.</p>
SQ23-001547 (October 2023)	O'Sullivan, Matt	What is the number of WfD Participants now?	<p>Since the commencement of Workforce Australia there have been 9,605 commencements in Work for the Dole (as at 30 September 2023).</p> <p>Note: a person may commence in Work for the Dole more than once.</p>
SQ24-000035 (February 2024)	O'Sullivan, Matt	Can I get the number of WfD participants who currently undertake the program voluntarily to meet their MORs	<p>Mandatory (WfD) - 6,457</p> <p>Voluntary (WfD) – 4,227</p> <p>Other Activities - Voluntary 203,249</p> <p>The above numbers refer to unique clients from Workforce Australia Services commenced in an Activity 1 July 2022 to 31 December 2023.</p>