



## REGIONAL EMPLOYER REFERENCE GROUPS

# The Personnel Group

‣ The Personnel Group (TPG) was established in 1986 as a not-for-profit employment service, to secure people with a disability, long term sustainable award wage employment.

It is now an employment provider offering employment services and employment support programs for jobseekers experiencing disadvantage, including:

- jobseekers with a disability,
- jobseekers with a mental health condition,
- aboriginal jobseekers

‣ As a leading provider of government funded programs, The Personnel Group offers access to:

- Disability Employment Services
- Schools Transition program - through our Build A Career program
- Indigenous Employment Program – Future Footprints
- Jobs in Jeopardy Service
- Workplace Modification Scheme

‣ The Personnel Group has offices located in Albury, Wodonga, Lavington, Wangaratta, Shepparton, Wagga Wagga, Griffith, Deniliquin and Leeton with outreach offices located across these regions.

‣ Approximately 90% of The Personnel Group's annual income is received from the Australian Government, through the Department of Education, Employment and Workplace Relations.

## REGIONAL EMPLOYER REFERENCE GROUPS

The Personnel Group Board is initiating Regional Employer Reference Groups, across its large geographic footprint, to have an active point of reference for information and understanding of local economies and labour markets. The groups will cover Wagga, Griffith and Deniliquin in the north, Albury, Wodonga and Lavington in central and Wangaratta and Shepparton in the south.

The reference groups will be made up of local industry leaders with a commitment to diversity in employment, and knowledge in key areas of employment opportunity for TPG's job seekers.



## PURPOSE

The purpose of these groups is to be the key regional reference source for TPG's Regional Management team and the TPG Board.

The pertinent economic and labour market information from these groups, will provide direction for TPG's regional operations, and inform TPG Board's strategic direction.

## ROLES

- To meet quarterly with the TPG Regional Manager and discuss and review the labour market and training needs of the regions industry.
- To be champions for TPG and the employment of jobseekers with a disability.
- To occasionally represent TPG at regional promotional events and functions, where appropriate.
- To engage with jobseekers to understand their employment issues. This will be through participation in an annual Disability Service Standards forum, participant presentation at quarterly meetings, and review of annual regional Participant Evaluations.

## BENEFITS

### ESA Employer Reference Group

- Recognition as a TPG 'Disability Confident' Employer, in TPG publicity.
- Accreditation sticker or Certificate for public display.
- Free implementation of TPG's Workplace Disability Action Plan.
- TPG e-newsletter on DEEWR employment initiatives, employment, training and disability industry news.
- Support to access co-worker awareness training eg disability, mental health and cultural awareness.

### The Personnel Group

- Access to pertinent local labour market information.
- Employer champions actively networking and promoting TPG and employment of people with a disability.
- Referral of employers to TPG for DEEWR employment initiatives, such as Job Access, Training Incentives, Apprenticeships and Traineeships, Workplace Modifications, Supported Wages and Wage Subsidies.
- Referral of employers to TPG for Disability Employment Services (DES) and Jobs in Jeopardy support for current workers with a disability or mental health condition affecting their current work capacity.

## WHAT ARE EMPLOYER REFERENCE GROUPS?

The Employer Reference Group is a small, select group of industry leaders who provide a direct link between local employer needs and the Board of Directors of The Personnel Group (TPG).

Employer Reference Groups will meet quarterly with TPG's senior representative in the region to discuss current and planned labour market demands.

This information will direct TPG in their work with other employment services and training organisations to identify skill and training opportunities for jobseekers, thereby meeting the future employment needs of the region.

This systematic connection will also provide employers with up to date knowledge of incentives, programs and project funding available to them through the Department of Education, Employment and Workplace Relations (DEEWR).

The Personnel Group's management team will work with our Employer Reference Group to link to Regional Development Australia information and projects throughout the region.

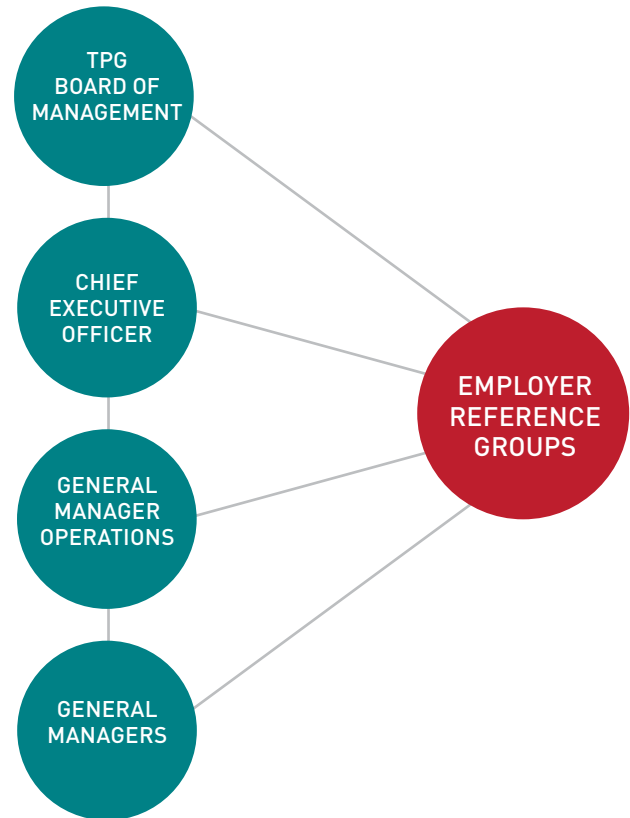
## HOW ARE COMMITTEE MEMBERS APPOINTED?

Appointments to the Employer Reference Group are made through the Application process. The Personnel Group will, on occasion, target select employers or industries in order to maintain a balance of representation.

## ROLE OF EMPLOYER REFERENCE GROUP AND THE PERSONNEL GROUP'S BOARD OF DIRECTORS

Reports from Employer Reference Groups will be tabled each quarter at TPGs Board meetings. Information from the Employer Reference Group committees will be reviewed and discussed at Board meetings and significant changes to strategic direction and labour market intervention strategies applied as necessary.

The TPG Board will provide reports in response to the quarterly ERG meetings.



## FINANCIAL AND OTHER RESOURCE SUPPORTS

Whilst participation in the Employer Reference Group is voluntary and does not attract a stipend, The Personnel Group will absorb all costs involved in attending any relevant Group meeting where travel is required, and the costs associated with the meeting structure, ie. food and beverages, participation in other meetings or activities where the employer is primarily in attendance as an advocate for The Personnel Group.

## COMMITTEE MEMBER OBLIGATIONS – CODE OF CONDUCT

TPG would expect Employer Reference Group members to provide broad and specific industry knowledge to assist with the meeting of current labour market demands and training needs in their regions.

## PARTICIPATION IN MEETINGS

Employer Reference Group members shall be given an annual planning calendar detailing dates, venues and timing of quarterly meetings. It is expected that members attend 75% of meetings annually, and wherever possible, provide a report (a sample will be provided) for meetings for which they are unable to attend. This will ensure that their particular industry needs are taken into consideration for future planning of jobseeker skills development.





Albury  
Beechworth  
Benalla  
Corowa

Deniliquin  
Echuca  
Finley  
Griffith

Lavington  
Leeton  
Seymour  
Shepparton

Wagga Wagga  
Wangaratta  
Wodonga  
Yarrawonga

[solutions@personnelgroup.com.au](mailto:solutions@personnelgroup.com.au)

[www.personnelgroup.com.au](http://www.personnelgroup.com.au)