



Department  
of Industry

## Aboriginal Services

### Aboriginal Program Advisory Committee Guidelines



Aboriginal Business  
Advisory Support Services



Aboriginal Employment  
Advisory Support Services



Supporting Aboriginal  
Employment in the NSW Public  
and Local Government sectors



Aboriginal Mentoring  
Support Services

*'Aboriginal' includes Torres Strait Islander*



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## Introduction

The Department of Industry recognises the importance of having a strong service provider and community voice in the delivery of its programs and services, particularly to ensure that its Aboriginal Programs are working to meet the needs and aspirations of their Aboriginal clients across NSW.

Working towards this goal, Training Services NSW, Aboriginal Services will establish a state-wide Aboriginal Programs Advisory Committee.

## Roles of the Advisory Committee

The Aboriginal Programs Advisory Committee has the critical role to provide direction and leadership in relation to the inclusion of non-government organisations and community views into all levels of the Aboriginal programs, including policy, planning and service operations.

The advisory committee is a high level committee, which is established in an advisory capacity, to the Department of Industry.

The roles of the Aboriginal Programs Advisory Committee are to:

- Provide advice on the current employment and economic development sectors;
- Advocate on behalf of the Aboriginal communities, including promotion of their needs and expectations
- Facilitate two-way communication between Aboriginal communities/Non-Government sector and the Department
- Provide advice and feedback on the operations of Aboriginal projects and their capacity and capability to respond to regional labour market demands and the broader Aboriginal community
- Provide advice on the programs aims and objectives and ensure they remain responsive to the requirements of NSW Government policy direction, DoI Training Services NSW and key stakeholder groups;
- Provide advice and guidance on program changes, opportunities and potential improvements
- Identify and advise on issues which have major implications for all programs
- Participate in the monitoring of key performance indicators and program evaluation activities, and
- Maintain confidentiality in matters relating to NSW government policy, commercial-in-confidence or personal privacy

## Individual Member Roles

Members of the advisory committee will contribute specialist knowledge and expertise and community perspectives. Non-government service provider members should be active in their industries/regions and possess a strong knowledge of service delivery, their operational environment, business practice and contemporary employment and economic development for Aboriginal people. Community members should be active in the community, with strong community networks and a sound understanding of local or regional issues.

Members will need to have the capacity to reflect on and present non-government sector and community issues, rather than focusing on personal concerns or individual issues.

Individual advisory committee members will:

- understand the strategic implications and outcomes being pursued through program outputs;
- appreciate the significance of these programs for some or all major stakeholders and represent their interests;
- be genuinely interested in these programs and the outcomes being pursued;
- be an advocate for these programs; and
- have a broad understanding of program management issues and the approach being adopted.

In practice, this means:

- ensure individual project's outputs meet the requirements of these programs and key stakeholders;
- help balance conflicting priorities and resources;
- consider ideas and issues raised;
- foster positive communication outside of the committee regarding these programs, their progress and outcomes; and
- review the progress of all programs

## Membership

The Advisory Committee should comprise at least eight to twelve (8-12) members and the drawn from:

- Training Services NSW, Aboriginal Services
- NCAP NGO member
- AEDO NGO member
- DEEWR member
- Aboriginal Affairs NSW member
- JobActive provider/AES/ member
- Elsa Dixon employer
- TWAAP mentor
- Aboriginal community members – up to 3

Criteria for selection of committee members should include:

- either a metropolitan or rural and regional perspective, reflect non-government and community opinions and thinking, which have been established through formal or informal industry, community or consumer networks
- appointment as an individual and not as a representative of any organisation
- possess knowledge and understanding of the vocational training, employment and economic development sectors

Applicants will be sought through an expression of interest process advertised on the Departments website and promoted through business, community and existing networks.

Non departmental membership of the committee will be for a nominated period of up to 3 years, after which time new nominations will be sought from key stakeholders. Existing committee members who are interested in continuing will be considered through this process.

Advisory committee members are voluntary members.

## Meetings

The Advisory committee meetings will be 6 monthly. Prior notification of meeting dates/times will be provided to members via an agreed meeting schedule.

Training Services NSW, Aboriginal Services will chair the meetings. The Chair will conduct the meeting according to the agenda, ensuring that all members are encouraged to provide input throughout the meeting and that any decisions or recommendations are adequately resolved and confirmed by the members.

A basic agenda would include: confirmation of minutes from previous meeting; reviewing the status of action items from previous meetings; report on the status of the programs by the Program Manager; discussion on other documents to be considered (if any); any other business; and confirmation of date, time and venue for next meeting.

## Meeting Resources

Individual community members of the Advisory Committee will be supported in their participation. This support could include:

- provide access to car parking
- schedule meetings at times suitable for the members
- provide adequate refreshment
- provide reimbursement of costs incurred such as travel, accommodation, and other reasonable expenses

The process for providing meeting resources will be discussed and agreed with each community member prior to attendance at planned meeting.

## Further Information

Aboriginal Programs Manager  
Training Services NSW Aboriginal Services  
NSW Department of Industry  
Dubbo Regional Office  
Cnr Cobra and Hampden Streets  
PO Box 2830  
DUBBO NSW 2830  
Ph: 02 6882 1280  
Fax: 02 6881 6179  
Email: [sts.aboriginal.services@industry.nsw.gov.au](mailto:sts.aboriginal.services@industry.nsw.gov.au)

## Expression of Interest – Aboriginal Programs Advisory Committee

First Name:					
Surname:					
Address:					
Town:		State:		Postcode:	
Email Address:					
Phone:					
Mobile:					
Gender:	Male <input type="checkbox"/>		Female <input type="checkbox"/>		
Are you Aboriginal?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
Are you an Aboriginal Community member?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		

Interest in Advisory Committee
<hr/> <hr/> <hr/>

Relevant Skills and experience
<hr/> <hr/> <hr/>

Signed:	Date:
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Cnr Cobra and Hampden Streets  
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[www.training.nsw.gov.au/aboriginal\\_services](http://www.training.nsw.gov.au/aboriginal_services)  
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