



# Department of Industry

The Aboriginal Enterprise Development Officer  
(AEDO) Program

2016-17 Program Guidelines



*Aboriginal Includes Torres Strait Islanders*

# Table of Contents

<b>Version Table</b> .....	<b>3</b>
<b>NSW Government Plans and Strategic Directions</b> .....	<b>4</b>
<b>1 Aboriginal Services</b> .....	<b>5</b>
1.1 Description.....	5
1.2 Program Aims and Objectives.....	5
1.3 Target and Population Groups .....	5
1.4 Eligible Organisations .....	6
<b>2 What should an AEDO project look like?</b> .....	<b>7</b>
2.1 How an AEDO Project may Work .....	7
2.2 Recruitment and Selection of Aboriginal Business Advisors .....	9
2.3 Skills Acquisition and Career Development of AEDOs .....	9
2.4 Communication Structure .....	10
2.5 Team Meetings.....	11
2.6 AEDO Advisory Committees .....	11
<b>3 Grant Application and Assessment</b> .....	<b>12</b>
3.1 Application Process .....	12
3.2 Assessment Process .....	12
3.3 Assessment Criteria.....	12
<b>4 Project Funding</b> .....	<b>13</b>
4.1 Funding Period and Scope .....	13
4.2 Funding Approval.....	13
4.3 Payment of Funds.....	14
<b>5 Requirements</b> .....	<b>15</b>
5.1 Contractual Obligations.....	15
5.2 Technical Requirements .....	15
5.3 Project Records .....	15
5.4 Performance and Financial Accountability Requirements .....	16
Table 1: Accountability Requirements .....	16
AEDO Online.....	17
<b>6 Advice and Support for Organisations</b> .....	<b>19</b>
6.1 Electronic Support .....	19
6.2 Program Promotion.....	19
6.3 Department Contact.....	19
Appendix 1: Job Description for an Aboriginal Business Advisor .....	20

## Version Table

Revision Date	Version No.	Summary of Changes	Author
April 2016	V1.0	<p>General</p> <ul style="list-style-type: none"> <li>- Revise NSW Government plans and strategic directions section</li> <li>- Replace Department of Education and Communities with Department of Industry</li> <li>- Replace Minister for Education with Minister for Skills</li> </ul> <p>Section 3.1 – Amend to reflect applications will be invited from existing providers</p> <p>Section 4.1 – added if an application for funding from a project is assessed as not meeting performance and financial requirements, a new open tender process will be called.</p> <p>Section 5.3- added sponsor organisations that are not re-funded or contracts are terminated early, client files are to be returned to the department.</p>	

## NSW Government Plans and Strategic Directions

The NSW Government is committed to supporting strong Aboriginal communities in which Aboriginal people actively influence and fully participate in social, economic and cultural life. The National Partnership Agreement on Indigenous Economic Participation commits the NSW Government to work with the Commonwealth to 'halve the gap in employment outcomes between Indigenous and other Australians by 2018.

The Aboriginal Enterprise Development Officer (AEDO) Program supports this strategic direction by assisting Aboriginal people to access education and training pathways and to facilitate the establishment and retention of viable Aboriginal business enterprises.

The Programs goals and outcomes are aligned with the NSW government goals and future directions and the core business of the NSW Department of Industry.

### Government Plans - NSW Making it Happen

Premiers Priority Areas	
Priority (outcome)	Target
Creating Jobs	150,000 new jobs by 2019
Building infrastructure	Increased Aboriginal economic participation and business procurement opportunities
State Priority Areas	
Priority (outcome)	Target
Encouraging business investment	Increased number of Aboriginal owned and operated small and medium enterprises in NSW

# 1 Aboriginal Services

## 1.1 Description

There is a strong belief that economic independence is essential to increasing the confidence, wealth, socio-economic status and community empowerment of Aboriginal and Torres Strait Islander people.

The NSW Government recognises the need for individual assistance to overcome the often substantial barriers to employment that confronts many Aboriginal\* people in today's contemporary society.

There are a range of funding programs designed to support culturally appropriate education and training pathways to improve employment outcomes for Aboriginal people with an emphasis on vocational training, job placement and enterprise development.

The NSW Department of Industry ('the Department'), through Training Services NSW - Aboriginal Services, administer this funding through four (4) separate grants programs:

- *Elsa Dixon Aboriginal Employment Program* subsidises the salary costs of Aboriginal employees in a public service agency or local council, and funds innovative community projects that create education, training and employment opportunities for Aboriginal people.
- *New Careers for Aboriginal People* assists Aboriginal people into employment or training opportunities which will enhance their prospects of permanent employment.
- *Aboriginal Enterprise Development Officer* fosters and supports the development of sustainable Aboriginal business enterprises.
- *The Way Ahead for Aboriginal People* provides mentoring services to apprentices and Trainees.

This document sets out the guidelines for the Aboriginal Enterprise Development Officer, ('AEDO') program which commenced as part of a broader Government response to high rates of Aboriginal unemployment to provide assistance to Aboriginal people who saw self-employment as a career path.

## 1.2 Program Aims and Objectives

The aim of the AEDO program is to assist Aboriginal people to access education and training pathways to facilitate the establishment and retention of viable Aboriginal business enterprises.

The objective of the AEDO program is to increase the confidence and expertise of Aboriginal people to enable them to participate in self-employment opportunities and to encourage an entrepreneurial culture within Aboriginal communities.

## 1.3 Target and Population Groups

The AEDO program targets Aboriginal people who either wish to become self-employed or who are self-employed and require small business support.

### School Students

The minimum school leaving age in NSW is 17 years and has been set to ensure that school-leavers have the opportunity to maximise their preparation for further education or training or employment. All students must complete Year 10. After Year 10 and until they turn 17, students must be:

- in school, or registered for home schooling, or
- in approved education or training (e.g. TAFE, traineeship, apprenticeship) or
- in full-time, paid employment (average 25 hours/week) or
- a combination of work, education and/or training.

---

\* In this document, the term Aboriginal includes Torres Strait Islanders.

The DEC policy can be found at:

<http://www.schools.nsw.edu.au/leavingschool/schoolleaveage/index.php>

Within the context of this NSW law, Aboriginal Business Advisors can establish networks and partnerships with schools to develop small business enterprise development pathways for Aboriginal students, who have completed year 10, especially linked to creating small business opportunities.

All school networks and partnerships must be with the School Principal in the first instance. It may also involve Aboriginal Education Officer (AEO), Aboriginal Community Liaison Officer (ACLO), Aboriginal Student Liaison Officer (ASLO) or Consultant, Aboriginal Education (CAE), Senior Pathways Officer (schools) or Careers Advisor/SBT Co-ordinator.

## **1.4 Eligible Organisations**

Funding assistance under the AEDO program will be provided to organisations that have the demonstrated ability to assist Aboriginal people to establish and sustain small business enterprises. Eligible organisations must be able to demonstrate their capacity to support an AEDO Project and fulfil their responsibilities set out in section 2.4 Sponsor Organisations, of these guidelines.

AEDO sponsor organisations must be non-profit, community-based and:

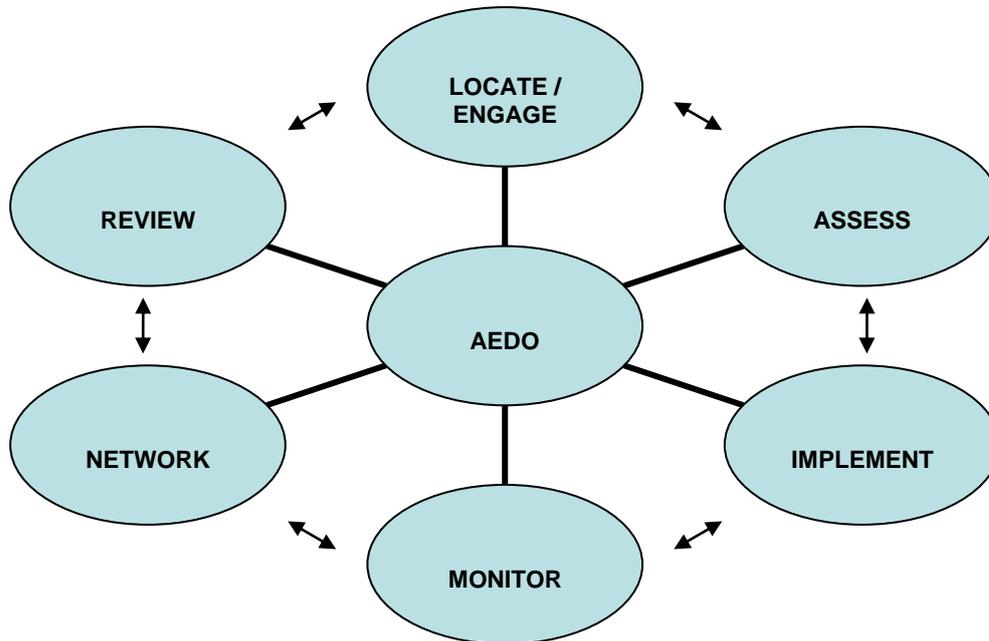
- incorporated under the *Associations Incorporation Act 2009*, or
- incorporated under the *Aboriginal Councils and Associations Act 1976*, or
- incorporated as a company under the *Corporations (NSW) Act 1990*, or
- incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*, or
- a co-operative registered under the *Co-operatives Act 1992*, or
- incorporated under the *Aboriginal Land Rights Act 1983*.

Community-based organisations receiving funding must be open between at least 9:00am to 5:00pm, Monday to Friday.

It is also essential that organisations applying for funding under the AEDO program have commercial awareness and experience.

## 2 What should an AEDO project look like?

### 2.1 How an AEDO Project may Work



#### **LOCATE/ENGAGE:**

*Who are the clients in the region?*

AEDO clients are Aboriginal people who either wish to become self-employed or who are self-employed and require small business support.

*How do you get clients involved with AEDO?*

Aboriginal Business Advisors should develop an operational plan, if one does not already exist that includes:

- geographic area to be covered,
- identification of Aboriginal and non-Aboriginal community organisations,
- identification of relevant Government agencies and private sector networks,
- marketing plan and strategies to promote the AEDO program to potential clients, and
- SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis.

#### **ASSESS:**

Undertake an initial interview with each client to determine the following:

- client details (name, address and contact details),
- what skills and qualifications the client has/needs,
- outline of the business and/or idea, and
- what support or training is required to assist the client or business and/or idea?

#### **IMPLEMENT:**

Provide and/or facilitate referrals to address the individual client needs identified in the assessment stage.

**MONITOR:**

Monitor the progress and retention of established Aboriginal businesses in your region.

- Aboriginal clients (monthly),

Monitor business development activities within your region;

- Local Government
- State Regional development
- Department of Employment labour market statistics/Regional offices
- Regional Development Australia
- Media and Environmental Scanning local and regional economic development

**NETWORK:**

Network with:

- Aboriginal people, communities (e.g. Local Aboriginal Lands Councils/Community Working Parties),
- Financial Institutions, Indigenous Business Australia, Accountants
- Chamber of Commerce, Business Enterprise Centres, Economic Development Groups
- Indigenous Community Volunteers
- Department of Employment, JobActive providers NSW Department of Industry, Aboriginal Affairs NSW (OCHRE)
- Other Aboriginal Business Advisors, Aboriginal Employment Advisors and Departmental Officers, and
- Registered Training Organisations
- School Principals, Careers Advisors, SBAT Coordinators and Senior Pathways Officers (schools)

**REVIEW:**

Analyse the quality of activities and services provided via:

- performance and financial accountability requirements,
- statistical information entered into the online database,
- the effectiveness of networking activities with other organisations,
- progress towards the achievement of client business aspirations / goals, and
- maintenance of client records (manual and electronic).

## 2.2 Recruitment and Selection of Aboriginal Business Advisors

It is a condition of the program that sponsor organisations approved for funding, recruit an Aboriginal person to the position of Aboriginal Business Advisor. This position is identified and exempted under section 21 of the *Anti-Discrimination Act 1977* (see Appendix 1).

Wage rates and conditions of employment must be guided by the provisions of the *Labour Market Assistance Industry Award 2010* as a minimum. The commencement salary of an Aboriginal Business Advisor should be equivalent to a Manager, Grade 1, Pay Point 4. The weekly rate of pay shown for this classification should be annualised and shown in the project budget, with incremental progression to be based upon an officer's level of experience and through negotiation with a Departmental Officer.

Sponsor organisations are required to invite applications through public advertising. It is a requirement that the advertisement indicate the salary range and selection criteria in accordance with Appendix 1 of the guidelines. Interviews are to be held by the sponsor organisation. The selection panel should comprise one or more members of the local Aboriginal community. Selection is to be based on the applicant's ability to perform the duties and meet the selection criteria outlined in the Job Description (see Appendix 1).

It is a requirement of the program that Departmental Officers are involved in the recruitment process, including the selection panel. The Department's involvement will be to provide advice on all administrative requirements of the position and program.

A sponsor organisation is expected to begin recruiting an Aboriginal Business Advisor immediately upon receiving funding, if an Aboriginal Business Advisor is not already employed. If the position becomes vacant during the funding period, the sponsor organisation is expected to take prompt steps to fill the vacancy. The sponsor organisation must submit Recruitment Details to the Department within fourteen (14) days of the entry on duty of the Aboriginal Business Advisor.

## 2.3 Skills Acquisition and Career Development of Aboriginal Business Advisors

The Department is committed to ensuring that Aboriginal people are provided with training and career development opportunities. As part of this commitment, a Training and Career Path Management Plan must be prepared in consultation with the Aboriginal Business Advisor to meet their training and development needs.

The Training and Career Path Management Plan must be submitted to the Department by 15 July each year (existing projects), or within fourteen (14) days of the entry on duty of the Aboriginal Business Advisor. Sponsor organisations are required to provide details of what training and development opportunities will be undertaken by the Aboriginal Business Advisor i.e. computer training, attendance at accredited training courses etc.

It is a requirement of the program that Aboriginal Business Advisors, attain or work towards attaining Certificate III in Micro Business Operations/certificate IV in Small Business Management (or an equivalent course satisfactory to the Department) within the first twelve (12) months of funding. Failure to complete the course, or work towards attainment, could result in the termination of the Funding Agreement (see Section 5.1).

The sponsor organisation must take steps to ensure that the Aboriginal Business Advisor receives adequate training to enable him/her to carry out the duties of the position efficiently and effectively and sponsor organisations should discuss training options with Departmental Officers to determine their appropriateness.

Funds are to be made available within the approved budget to meet training and development costs for Aboriginal Business Advisors. These costs may include course fees, travel, accommodation, meal allowances and incidentals. The sponsor organisation is accountable to the Department for the expenditure of these funds and the provision of training identified in the Training and Career Path Management Plan. **Funding allocated to staff training may not be used for any other purpose without prior written approval from the Department.**

## 2.4 Communication Structure

### Aboriginal Services

Aboriginal Services is responsible for the overall administration of the program throughout NSW. This includes the effective administration and allocation of the program budget, development of program resources, program enhancements and reporting to the Minister for Skills on program performance and outcomes.

### Sponsor Organisations

Sponsor organisations are responsible for:

- i. the administration and financial management of the project,
- ii. ensuring that all conditions in the program guidelines, terms and conditions of funding and funding agreement are met,
- iii. recruiting and supervising staff to operate the project and establishing effective arrangements for the supervision and guidance of the Aboriginal Business Advisor,
- iv. accepting all legal and other responsibilities as employers of AEDO project staff, including the arrangement of Workers Compensation insurance, and adherence to Workplace Health and Safety legislation and any other relevant industrial regulations,
- v. monitoring staff to ensure that all project responsibilities are met,
- vi. providing, on a monthly basis, a financial status update on the AEDO project to the Aboriginal Business Advisor,
- vii. fulfilling the necessary accountability requirements specified by the Department, and
- viii. assessing the quality of activities and services provided and measuring the results against program aims and objectives.

### Organisational Support

Organisational support can be demonstrated but not limited to the following criteria;

1. Significant financial contribution (30% of total project budget)
2. Cultural appropriate workplace
3. Staff Mentoring
4. Established networks and links with community
5. Management of similar or complimentary projects
6. Expertise in business creation, businesses advisory and enterprise development projects
7. Capacity to support the role of the Aboriginal Business Advisor, to effectively work with all providers of employment of training services within their funded region
8. Facilitating effective communication practice between the department, Aboriginal business advisor and the host organisation

### Aboriginal Business Advisors

The Aboriginal Business Advisor is responsible for the daily delivery and administration of the program, including:

- individual client service (case management),
- assessing the viability of business options,
- monitoring the local labour market and assisting clients into training and employment, where required,
- referral of clients to other agencies, where appropriate,
- promotion and marketing of the AEDO program,
- developing professional networks (liaising with Government and non-government organisations etc.),
- maintaining client records (manual and electronic, minimum weekly),
- undertaking professional development activities to effectively carry out the duties of the position, and
- assisting the sponsor organisation in the administration and financial management of the AEDO project.

## 2.5 Team Meetings

Team meetings will be held during the funding period to enable Aboriginal Business Advisors, Aboriginal Employment Advisors and Departmental officers to network and discuss education, training, employment and small business development opportunities, and to assist in the promotion of the program and it is a requirement that all Aboriginal Business Advisors attend.

Team meetings are necessary to reduce the isolation felt by officers working under the AEDO and NCAP programs, provide an opportunity for two-way communication between the Department and funded projects and contribute to the professional development of Aboriginal Business Advisors.

Team meetings may be conducted as video-conferencing sessions and/or residential workshops.

An AEDO / NCAP Workshop will be held each year, at which it is a requirement that all officers will attend. Sponsor Organisation Managers or a representative is also required to attend.

Sponsor organisations will release their Aboriginal Business Advisors to attend team meetings (Minimum 3 per year) as well as the annual workshop. Funds are made available within the approved budget to support attendance at these meetings. **Funding allocated to these meetings/workshop will not be used for any other purpose without prior written approval from the Department.**

## 2.6 AEDO Advisory Committees

Sponsor organisations are expected to establish a local AEDO Advisory Committee consisting of a minimum of six (6) members. This committee should consist of the Aboriginal Business Advisor, at least three (3) members of the local community and wherever possible, alternate one successful Aboriginal Business owner.

The purpose of the AEDO Advisory Committee is to receive advice from the community regarding business development needs and respond accordingly. These meetings should be held 3-4 times each year and a copy of the meeting minutes are to be forwarded to Aboriginal Services within 28 days of the meeting.

Alternatively, the AEDO can make application to the department to utilise current regional network structure/s, to better cover the region that will achieve the same objectives to inform community of the program and its regional outcomes.

## 3 Grant Application and Assessment

### 3.1 Application Process

Applications for the 2016-17 Program will be invited from existing providers under the current three year funding period. Re-applications will be invited in May 2016 and close June 2016. Applications must be submitted on the grant application form and be received by the nominated closing date. The grant application form requires details such as project objectives, proposed activities, evidence of need for the project and its viability, anticipated project outcomes and the financial management capacity of the applicant and the applicant's capacity to support the project.

The Department is committed to ensuring that the recommendations of the Royal Commission into Aboriginal Deaths in Custody continue to be implemented. As part of the Department's commitment, it is a requirement that the sponsor organisation involve the Aboriginal Business Advisor in the preparation of the grant application.

In cases where the Aboriginal Business Advisor is not employed when the grant application is prepared, the sponsor organisation is required to supply the Aboriginal Business Advisor with a copy of the grant application and all relevant documentation including project budget, upon commencement of employment.

**Intending applicants should be aware that applications will not be accepted if they are:**

- late,
- submitted by facsimile, or
- incomplete (i.e. the grant application must contain all essential information and any requested attachments).

### 3.2 Assessment Process

Departmental Officers will assess grant applications for merit against the assessment criteria (see Section 3.3). As part of the assessment process, the Department may further negotiate aspects of an application to better match local needs, priorities and value for money. The Department may also inspect the premises and location proposed for program delivery. Advice to successful and unsuccessful organisations on their funding applications is expected to be sent in June 2016.

### 3.3 Assessment Criteria

Sponsor organisations will be assessed against the following criteria:

- i. track record in the provision of assistance with all aspects of small business management to Aboriginal people,
- ii. capacity to develop partnerships with Aboriginal organisations and work within the Aboriginal community,
- iii. a strong track record in the successful management of Government funded projects,
- iv. evidence of local planning, including needs analysis, identification of target groups and awareness of local networks,
- v. appropriate customer service strategies for Aboriginal clients,
- vi. ability to provide relevant day-to-day guidance, support, training and professional development to an Aboriginal Business Advisor,
- vii. understanding of and sensitivity to, Aboriginal culture and the ability to provide a culturally appropriate work environment,
- viii. value for money, and
- ix. ability to support the project.

**Preference will be given to organisations able to demonstrate that they have no conflict of interest in the provision of economic development services funded by other levels of Government.**

## 4 Project Funding

### 4.1 Funding Period and Scope

The AEDO program will be funded for a twelve (12) month period commencing 1 July, 2016 and finishing on the 30<sup>th</sup> June 2017. Further re-funding may be awarded for a period of one (1) year without full re-application and is dependent on:

- i. the availability of program funds,
- ii. the successful achievement of program aims and objectives, supported by the receipt of satisfactory performance and financial accountability requirements,
- iii. annual re-negotiation of the program budget, and
- iv. the sponsor organisation entering into an annual Funding Agreement with the Department.

Funds are to be made available within the approved budget for:

- i. salary and on-costs of an Aboriginal Business Advisor,
- ii. operating expenses i.e. telephone, travel, staff training, team meetings and promotional materials,
- iii. a **dedicated** leased motor vehicle, suited to the region, no more than 3 years old, and equipped with cruise control, air-conditioning, serviced regularly, and
- iv. a mobile telephone, including accessories i.e. hands free kit.

Funding may be allocated, subject to funds availability within the approved budget for:

- v. any other operating expenses, and
- vi. capital (office equipment).

In framing their budgets, sponsor organisations are expected to make adequate provision for salary-related expenses such as workers compensation insurance, superannuation and any other entitlements that the *Labour Market Assistance Industry Award 2010* requires, such as long service leave.

An application does not commit the Department in any way to the provision of funding.

**If an application for funding from a project is assessed as not meeting performance and financial accountability requirements, a new open competitive tender process will be called.**

### 4.1 Funding Approval

Following assessment, all recommended applications are forwarded to the Minister for Skills or his/her delegate for approval.

Approval will at all times be contingent upon the availability of funds.

Applicants will be notified in writing of the outcome of their application. Unsuccessful applicants may submit a written request for further details on the decision within fourteen (14) days of being notified of the result of their application to the Program Manager, Aboriginal Services, NSW Department of Industry, PO Box 1064, DUBBO NSW 2830.

Unsuccessful applicants who write to the Department should note that the funding decision is final and will not be revoked under any circumstances. Any requests for information received after the stated timeframe will not be answered.

## 4.2 Payment of Funds

Funding will normally be paid in two (2) instalments, however in some exceptional circumstances payment may be made in a single payment. The two instalments will be:

- i. 60% of the approved funding (First Payment) on exchange of signed Funding Agreements, and
- ii. 40% of the approved funding (Second Payment) on receipt and processing of satisfactory reports (i.e. Six-Month Progress and Financial Reports). The second payment is also dependant on meeting all terms and conditions of any previous Funding Agreement(s) including receipt of audited financial statements.

All payments will be made by electronic funds transfer to the nominated bank account.

## 5 Requirements

### 5.1 Contractual Obligations

Organisations who accept the offer of funding will be required to enter into a contract with the Department to fulfil the program's aims and objectives. Both parties must sign and retain copies of the contract, known as the Funding Agreement.

The Funding Agreement includes information about:

- i. the parties to the contract,
- ii. the stipulated level of funding the Department will make to the funded organisation for the specified purpose,
- iii. the timing of payments, and
- iv. specific performance targets.

Unless otherwise stated, project activities must be fully operational from the agreed location within three (3) months of the commencement of the funding period. The agreed location(s) should have access for Aboriginal clients with disabilities, or an appropriate arrangement to provide services for Aboriginal clients with disabilities. The agreed location(s), should, within reason, display signage which will allow the project to be easily identifiable from the street.

Failure to meet the program guidelines and terms and conditions of funding could result in the termination of the Funding Agreement. In such cases, the funded organisation will be advised and consulted prior to any action being taken. Repayment of funding, in part or in whole, may be required.

### 5.2 Technical Requirements

It is a requirement that sponsor organisations have internet and e-mail facilities and that these facilities are available at all times to the Aboriginal Business Advisor. Internet and e-mail access are essential information and communication tools for the Aboriginal Business Advisor and the Department will use e-mail as the primary mode of day-to-day communication with AEDO projects. In addition, internet access is necessary in order to submit project data to the Department.

The minimum computer specifications required for AEDO projects are:

- i. Current/previous Intel Pentium and/or laptop with 2.6 GHz Dual Core,
- ii. 4 GB of ram (minimum),
- iii. 19-24 inch colour monitor (minimum),
- iv. Windows 7, Microsoft Office Professional 2010,
- v. Multi-Burner (DVD/RW - CDRW),
- vi. Standard mouse/keyboard,
- vii. Internet Browser – current version Internet Explorer,
- viii. High Speed Broadband Internet access, and
- ix. Individual e-mail facilities.

### 5.3 Project Records

Sponsor organisations are required to maintain internal records to support the performance and financial accountability requirements outlined in Section 5.4 below. These records must be made available for monitoring visits and Departmental audits.

All data **must** only be entered by the Aboriginal Business Advisor or their Assistant, the database must be updated on a weekly basis. Clients must be contacted (via telephone, letter or visit), and clients notes updated prior to archiving.

All hard copy files must be kept secure and retained for the funding period. All files remain the property of the AEDO Program. In instances where sponsor organisations are not re-funded or contracts are terminated early, client files are to be returned to the Department.

## 5.4 Performance and Financial Accountability Requirements

To ensure that program aims and objectives are being achieved, the funded organisation will be closely monitored by Departmental officers by means of:

- i. visits to projects,
- ii. analysis of progress and financial reports provided by the funded organisation,
- iii. analysis of statistical reports, and
- iv. any other information that may be requested from the funded organisation from time to time i.e. Annual Reports.

Performance is assessed by the Department against the aims and objectives of the program, against equity strategies, adherence to the program guidelines and the terms and conditions of funding. The Department will provide project performance reporting and acquittal templates as part of the formal funding agreement with each organisation.

The Department's involvement in monitoring the activity is integral to advising the Minister for Skills on the overall development and performance of the program. It is also a mechanism for highlighting best practice and for identifying projects which may require assistance to improve their performance.

**Table 1: Accountability Requirements**

<b>Accountability/ Monitoring Activity</b>	<b>Content</b>	<b>When</b>
Career Path Management Plan	As per pro-forma	15 July each year, or within 14 days of the employment of a new Aboriginal Business Advisor
AEDO Online	Data entry of client details on the online database at: <a href="http://www.det.nsw.edu.au/cgpacponline/aedo">www.det.nsw.edu.au/cgpacponline/aedo</a>	Weekly
Six-Month Progress Report	Report on ABA activities against the program aims and objectives.	Due by 15 January, 2017.
Six-Month Financial Report	A certified financial report of grant funds expenditure against the approved budget.	Due by 15 January, 2017.
Monitoring Visit	The aim of program monitoring is to check that the project is operating according to the program guidelines and terms and conditions of funding, and get early warning of performance issues or other problems, and discuss ways of fixing them.	TBA following receipt of the Six-Month Progress and Financial Reports.
Certified Report	Report on ABA activities against the program aims and objectives.	Due by 30 September, 2017.
Audited Financial Statement	An audited financial statement of grant funds expenditure against the approved budget.	Due by 30 September, 2017.

Failure to submit performance and financial accountability requirements to the Department within the specified timeframes could result in the termination of the Funding Agreement (see Section 5.1).

All completed accountabilities must be sent to:

Program Manager, Aboriginal Services  
NSW Department of Industry  
PO Box 1064  
DUBBO NSW 2830

## AEDO Online

The Department maintains an online database to gather statistical information regarding the AEDO program. 'AEDO Online' enables funded sponsor organisations to report on AEDO project outcomes to the Department and can be found at [www.det.nsw.edu.au/cgpacponline/aedo](http://www.det.nsw.edu.au/cgpacponline/aedo).

It is suggested that the database be updated on a daily basis where practicable. If the database is not up to date, outcomes may be under-represented which may affect the Department's approval to action the second payment or continue grant funding.

To be accepted as an outcome under the program, the following criteria must be met:

Business Established Criteria	Outcome
<b>Aboriginal Community-Owned</b> <ul style="list-style-type: none"><li>at least 50% of the ownership is with Aboriginal persons, or</li><li>at least 50% of the governing board consists of Aboriginal people and,</li><li>the business activity:<ul style="list-style-type: none"><li>has an ACN number, or</li><li>has a registered business name, or</li><li>has or uses an ABN as a subsidiary of a registered community organisation.</li></ul></li></ul>	A business established outcome needs to be supported with a 'reasonable' amount of evidence, such as: <ul style="list-style-type: none"><li>scoping of business idea</li><li>evidence of market research</li><li>development of a business and financial plan</li><li>identification of the need for business training</li></ul> The business outcome needs to be supported by client notes, detailing the history of the client entered into AEDO Online Database.
<b>Aboriginal Privately-Owned</b> <ul style="list-style-type: none"><li>at least 50% of the ownership is with Aboriginal persons, and</li><li>the business activity:<ul style="list-style-type: none"><li>has an ACN number, or</li><li>has a registered business name, or</li><li>has or uses an ABN.</li></ul></li></ul>	See above
<b>Self-Employment</b> <p>Self-employment is where an individual performs work for profit or family gain and receives a cash or 'in kind' payment. For the purposes of the AEDO program, self-employment will only be accepted as an outcome if the individual:</p> <ul style="list-style-type: none"><li>has a registered business name, and</li><li>has or uses an ABN.</li></ul>	See above
<b>Business Dissuade Criteria</b>	
<b>Business Dissuade</b> <p>ABA activity where it has been identified through a business process that the establishment of a business would not be viable.</p>	A business dissuade outcome needs to be supported with a 'reasonable' amount of evidence, such as: <ul style="list-style-type: none"><li>market scope/business viability assessment</li><li>development of a business plan</li><li>research for the need of business (feasibility)</li></ul> The dissuade also need to be supported by client notes, detailing the history of the client entered into AEDO Online Database.

## Business Training Criteria

### Training Outcome

A business training outcome is achieved when it is identified in the business plan and the ABA organises and refers the client to appropriate training.

The business training outcome can be claimed at the completion of the training. Training must be accredited under the Australian Qualification Training Framework (AQTF)

## Business Assisted Criteria

### Business Assist

A business assist outcome is an ABA activity where business advisory support is provided to existing Aboriginal businesses going through either a growth or decline stage.

A business assisted outcome needs to be supported with a 'reasonable' amount of evidence, such as:

- Assessment of current business operation with identified continuous improvement strategies
- revision / development of a business plan
- identification of the need for additional business training

A business assisted needs to be supported by client notes, detailing the history of the client entered into AEDO Online Database.

## Performance Indicators

The following broad measurements of performance exist under the program:

- i. number of new clients registered,
- ii. number of clients assisted during the funding period,
- iii. number of new Aboriginal business enterprises established,
- iv. number of jobs created as a result of the establishment of Aboriginal business enterprises,
- v. number of businesses assisted outcomes,
- vi. number of business training outcomes,
- vii. number of businesses dissuaded from establishing, and
- viii. number of employment and training placements achieved as a result of referrals made by the AEDO project for Aboriginal staff within the business.
- ix. **Note. Aboriginal Business Advisors must conduct a minimum of two (2) Enterprise Development Workshops or Forums in their regions each funding year and record these events in the Activities section of AEDO online.**

## 6 Advice and Support for Organisations

### 6.1 Electronic Support

The Aboriginal Services internet site provides general information about the AEDO program, the type of assistance available to clients and a contact list of Aboriginal Business Advisors across NSW.

[https://www.training.nsw.gov.au/programs\\_services/funded\\_other/acp/aedop.html](https://www.training.nsw.gov.au/programs_services/funded_other/acp/aedop.html)

The AEDO Online internet site enables funded sponsor organisations to report on project outcomes to the Department and produce project statistical reports.

[www.det.nsw.edu.au/cgpacponline/aedo](http://www.det.nsw.edu.au/cgpacponline/aedo)

### 6.2 Program Promotion

Aboriginal Business Advisors must promote the AEDO program to both existing Aboriginal businesses and Aboriginal people who may be interested in utilising the AEDO service. This may include promotion via publications, project stationery, promotional materials, signs, advertising and media publicity.

The sponsor organisation should ensure that acknowledgement is made of the NSW Department of Industry, Training Services NSW, Aboriginal Services as the source of funding. The sponsor organisation should also ensure that any written material, including brochures, signage, advertising, invitations etc. in relation to the project uses the revised NSW Government Logo in accordance with the Style Guide, and an invitation be issued to a Department of Industry, Training Services NSW, Aboriginal Services representative to any launch or public event associated with the funding, and that where they are able to attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event.

*“The Aboriginal Enterprise Development Officer Program is funded and administered by the Department of Industry, Training Services NSW, Aboriginal Services”.*

To increase the marketing potential of the program, the department may provide a branded AEDO style guide and formats for Aboriginal Business Advisors to adopt in the development of letters, electronic email signatures, power-point presentations, business uniform, business cards, and name badges. The sponsor organisation is expected to comply with the AEDO style guide.

### 6.3 Department Contact

#### Aboriginal Services

Ph.: (02) 6882 8858

Fax: (02) 6881 6179

Website: [https://www.training.nsw.gov.au/programs\\_services/funded\\_other/acp/index.html](https://www.training.nsw.gov.au/programs_services/funded_other/acp/index.html)

Postal Address: NSW Department of Industry  
Training Services NSW, Aboriginal Services  
PO Box 1064  
DUBBO NSW 2830

## **Appendix 1: Job Description for an Aboriginal Business Advisor**

### **General**

Aboriginal Business Advisors are responsible for the delivery of a range of services to assist Aboriginal people to identify and overcome barriers to education, training, employment and small business development.

This position is identified and exempted under section 21 of the *Anti-Discrimination Act 1977*.

### **Specific Duties**

- Identify and maintain contact with Aboriginal people in order to identify barriers to education, training, employment and small business development.
- Act as a facilitator for new and existing Aboriginal business enterprises.
- Identify and network with Government and non-Government organisations to assist in the development and growth of Aboriginal businesses, utilising the knowledge and resources of the sponsor organisation.
- Establish contacts with relevant Government agencies that provide education, training, employment and small business development assistance to Aboriginal people.
- Promote the AEDO program to the Aboriginal community using all appropriate means of promotion, including electronic and print media.
- Provide ongoing small business mentoring support for newly established business's
- Aboriginal Business Advisor to maintain and update Aboriginal Services Database.
- Assist the Sponsor Organisation with the preparation of AEDO program reports and budgets.
- Establish and maintain internal and external networks, including attendance at team meetings and ongoing communication and liaison with Departmental staff.

### **Key Selection Criteria**

#### ***Essential Criteria***

- Aboriginality (proof of Aboriginality required).
- Demonstrated experience in the management of small business operations and business development needs.
- Demonstrated good communication, liaison and networking skills
- Demonstrated business planning skills.
- Good Computer Skills
- Current Drivers Licence and willingness to travel.
- Ability to work unsupervised and as part of a team.
- Demonstrated Small Business Mentoring skills
- Working with Children Registration.