Program overview

Elsa Dixon Aboriginal Employment Grant (EDAEG)

The Elsa Dixon Aboriginal Employment Grant adopts a number of strategies to develop and support Aboriginal people through the creation of training and employment opportunities. Promoting diversity, innovation and service responsiveness in the NSW workforce, the EDAEG is an initiative of the NSW Government that encourages job opportunities and reduces barriers to employment and promotion for Aboriginal people. The program will achieve this by subsidising the salary, development and support costs of Aboriginal employees in public service agencies or local government authorities.

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 EDAEG supports this strategic direction by assisting Aboriginal people to access employment and career development pathways into the public sector.

The objectives of the Grant are to:

- encourage the permanent employment and professional mobility of Aboriginal people in NSW public service agencies and local government authorities, with special incentives for the employment of Aboriginal people with a disability, and
- promote innovation in achieving education, employment and training outcomes for Aboriginal people.

Who was Elsa Dixon?

Born in 1925, Elsa Dixon was an extraordinary Aboriginal woman who played a key role in improving social outcomes for Aboriginal people in NSW. With Aboriginal people at the heart of her life and work, Elsa knew that to overcome social inequality, they needed education, training and employment—the foundations of an informed and just society. Elsa was one of the founding members of the Foundation for Aboriginal Affairs and the Aboriginal Medical Service in Redfern, remaining a member until her passing in 1993.
Eligibility

The EDAEG provides funding to organisations (not individuals) to support Aboriginal education, employment and training.

Applicants

Organisations applying for funding under the EDAEG must be registered, based in NSW and provide services within the State. To be eligible, organisations must be a:

- NSW public service agency; or
- NSW local government authority operating under the Local Government Act 1993

Grant elements

The EDAEG comprises three (3) elements.

Permanent (Ongoing) Employment – $30,000 to $40,000

A one-off grant to subsidise the permanent employment of an Aboriginal person.

The proposed position must be at a minimum Clerk Grade 7 or above, based on the Crown Employees (Public Sector – Salaries 2018) Award or equivalent for local government authorities. An existing mainstream position can be converted to an Aboriginal Identified position, on the condition that the position remains a permanent Aboriginal Identified position in your organisational structure.

Temporary (Term Employment) Secondment – $20,000 to $40,000

A one-off grant that subsidises the salary cost of a temporary position (Minimum six months, up to twelve months) that will provide a significant skill development opportunity for an Aboriginal person who is already permanently employed in a NSW public service agency or local government authority.

Agencies may apply for funding of graded positions at the minimum grade 5 or equivalent of Local Government Authority that shows career mobility and progression for an Aboriginal person. Funding amounts are based on the below table.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grant Amount</th>
<th>Approx. Salary</th>
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<tbody>
<tr>
<td>5-6 (or equivalent)</td>
<td>$20,000</td>
<td>$83,000*</td>
</tr>
<tr>
<td>7-8 (or equivalent)</td>
<td>$30,000</td>
<td>$94,000*</td>
</tr>
<tr>
<td>9 and above</td>
<td>$40,000</td>
<td>$108,000*</td>
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*This amount is inclusive of superannuation and any other employer entitlements.

*If the position for either the Permanent or Temporary Element is part-time a Pro-rata amount will be calculated against the positions proposed hours.

School Based Apprenticeship or Traineeship (SBAT) – $10,000

A one-off grant that subsidises the creation of a School Based Apprenticeship or Traineeship for an Aboriginal student in a NSW public service agency or local government authority.

The Apprenticeship or Traineeship must be established under the provisions of the Apprenticeship and Traineeship Act 2001; approved by the Board of Studies; and contribute to the attainment of the Higher School Certificate (HSC).
Grant applications will be deemed ineligible for the following circumstances:

**Permanent and Temporary**
- positions that form part of an organisation’s bulk or annual recruitment intake;
- existing positions within an organisation’s staffing structure (Unless a permanent position has been converted to an identified role);
- a position(s) that has previously been funded under the Grant;
- employment of a person who was unemployed (Temporary element); or
- a position(s) that has been filled prior to applying for EDAEG.
- replaces or duplicates funding from any Commonwealth, NSW or local Government programs.

**SBAT**
- an apprenticeship or traineeship position has been already filled prior to the organisation’s application to the EDAEG i.e. no retrospective funding.
- replaces or duplicates funding from any Commonwealth, NSW or local Government programs. The Department will consult with other Government agencies when it considers the funding application. Applicant organisations will need to advise the Department on the application form whether they have applied or have received other Government funding for the project.

The Department will assess grant applications for eligibility and merit against the assessment criteria.

Advice to organisations on the outcome of their applications will be provided via email of submission.

**Organisations will be assessed against the following criteria:**
- location and status of the proposed position(s) within the organisation’s current staffing structure,
- evidence of a viable career path, supported by training and professional development, for an Aboriginal person(s) appointed to the position(s).
- evidence of ongoing employment opportunities beyond the EDAEG activity period,
- ability of the employing organisation to provide suitable guidance and support to an Aboriginal employee(s), and
- commitment of the employing organisation to the permanent (ongoing) employment of Aboriginal people.
Grant Approval
Organisations approved for funding will receive correspondence via email. An Offer of funding from the Department will outline the amount of funding approved and the position(s) for which funding has been provided.

The grant offer will be dependent upon the employing organisation:
- immediately commencing recruitment action for the funded position(s). The recruitment process must be finalised and an Aboriginal person must commence in the funded position within three (3) months of the date of the offer of grant.
- accepting the offer

The offer of funding will lapse if the Department does not receive recruitment details and the grant is not accepted within the required time frame.

Payment
Permanent and Temporary
Once recruitment has been completed for the approved position, the Department will provide the agreed amount in a one off payment (refer above for payment amounts).

SBAT
Organisations will receive an initial payment of $5,000 upon initial recruitment of their approved position(s). After 3 months, the Organisation will be required to notify the EDAEG Program Manager of the status of the SBAT(s). If there are no identified issues, the remaining balance ($5,000) will be paid.

Recruitment
Recruitment processes for NSW public service agencies must comply with the requirements of the Government Sector Employment Act 2013 as a minimum.

Recruitment processes for NSW local government authorities must comply with the requirements of the Local Government Act 1993 as a minimum.

Employer Responsibilities
- if the position becomes vacant during the funding period, agencies must recruit another Aboriginal person into the same position
- if an Organisation fails to recruit another Aboriginal person in to the funded position, they must repay the full grant to the Department
- an Organisation may jeopardise any future grant applications should they fail to re-recruit an Aboriginal person into the position.
In addition to complying with the relevant legislation above, agencies **must** engage with an Australian Apprenticeship Network Provider, School Careers Advisors, Senior Pathways Officers and the relevant Registered Training Organisation.

For further information on Regional School Based Traineeship Coordinators, visit [sbatinuw.info](http://sbatinuw.info)

### Employer Management Responsibilities

**Funded organisations are responsible for:**

- the administration and financial management of the position (no subcontracting),
- ensuring that all conditions in the Grant guidelines are upheld,
- setting up effective management structures to oversight the position,
- accepting all legal and other responsibilities as employers, including the arrangement of Workers Compensation insurance, adherence to Workplace Health and Safety legislation and any other relevant industrial regulations,
- fulfilling the necessary accountability requirements specified by the Department, and
- assessing the quality of activities and services provided, and measuring the results against the Grant objectives.

### Employer Performance Monitoring

Training Services NSW will monitor the progress and performance of the Organisation/Employee to ensure that the Grant obligations are being upheld. This may include a site visit or phone monitor of both the employer and employee.

Performance monitoring will be assessed by the Department against the aims and objectives of the Grant, equity strategies, adherence to the Grant guidelines and the terms and conditions of funding.

### Aboriginal Workplace Mentoring

The Department will allocate an Aboriginal Mentor, employed under *The Way Ahead for Aboriginal People Program*, to provide workplace mentoring services for as long as required. This is a free mentoring service for the Aboriginal school based apprentice or trainee and supervisor. Mentoring through this program has proven to improve participation and completion rates.

### Employing a Person with a Disability

The Department wishes to encourage the placement of Aboriginal persons with a disability. The following links can assist in your search to support your individual needs:

Additional programs

In addition to the EDAEG, 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 Education, through Training Services NSW – Aboriginal Services, administer the following programs:

**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.
