

ADVISORY GROUP GUIDELINES

1. Background

- a. Dorset Employment Connect Advisory Group is a sub-committee of the Break O'Day Employment Connect Board looking after the Dorset area
- b. The Tasmanian Government is supporting a Network of Jobs Hubs in regional areas across the State and Break O'Day Employment Connect is part of the network.
- c. Jobs Hubs bring local industry and local workers together, and work with job seekers to address barriers to work, such as access to employment related skills and transport.
- d. Regional Jobs Hubs are supported by Jobs Tasmania in the Department of State Growth.
- e. Break O'Day Employment Connect is a sub-committee of the Fingal Valley Neighbourhood House Inc. (FVNH) and must comply with the policies, procedures and requirements of FVNH and FVNH Constitution.
- f. An analysis of job seekers, the labour market and economic profile of the Dorset area has been prepared and provides a valuable understanding of the local area

2. Objectives

- a. The Dorset Employment Connect Advisory Group will work to support the following objectives for the Dorset area:
 - i. Increase employment
 - ii. Increase workforce participation
 - iii. Increase engagement with formal education and training
 - iv. Address barriers to employment experienced by jobseekers and employers

3. Role of the Advisory Group – the Group will:

- a. Bring knowledge, local understanding, and network connections to the Advisory Group to shape the development of programs and activities to achieve the Objectives through;
 - i. Identifying any specific industry needs/gaps in the Dorset region
 - ii. Identifying what is going well for local industries, sectors and business? What are their current areas of need for development? Eg access to trainings, suitable employees, etc
 - iii. Discussing local innovation including the ideas proposed by the DEC team
- b. Work with the BODEC Board to shape the strategic and operational directions of the Regional Jobs Hub to reflect the needs of the Dorset area including advising on priorities and focus of service delivery
- c. Work closely with the Dorset Employment Connect team and BODEC Project Manager on the delivery of services to meet the local needs

- i. How do the wider community see our role as DEC and how do they perceive the ways in which we can assist the local area
- ii. What do they think the priorities/main focus should be over the next 12 months

4. Member Responsibilities - the Members will:

- a. practice and adhere to the principles of Good Governance
- b. be responsible for representing community perspectives and acting in the best interests of the region to work to improve the access to employment for all people in their communities.
- c. provide leadership to the community and act as an advocate for the work of Dorset Employment Connect and its objectives.
- d. use their skills, knowledge and networks to assist in achieving the Objectives for the Dorset area
- e. share information with the group and relevant stakeholders on activities that are related and of interest to the Role of the Advisory Group.

5. Group Membership

- a. Will include a mix of individuals (to the largest extent possible) who can represent the views of:
 - i. local employers and industry.
 - ii. community sector service providers.
 - iii. different population cohorts in the regions eg. Aboriginal, migrant, youth.
 - iv. different regions within the Board's geographical coverage
 - v. local education and training sector
- b. If a member fails to attend three (3) consecutive meetings without being granted Leave of Absence by the Advisory Group their membership of the Group will cease.

6. Group Chair

- a. Chair will be appointed by the BODEC Board for a period of 2 years (maximum of 2 terms).
- b. Chair's role is to be impartial, ensure the views of all members are canvassed, and ensure meetings are conducted in good order.
- c. The Chair will act as the primary point of contact with the BODEC Board and will automatically be a member of the BODEC Board

7. Advisory Group Meetings

- a. Four (4) members of the Advisory Group constitute a quorum of the Advisory Group.
- b. If the Chair is not present at a meeting of the Advisory Group, another member of the Advisory Group will preside over that meeting.
- c. The Chair will at all times endeavour to achieve agreement by consensus approach. If consensus cannot be reached, this will be documented in the minutes.

- d. The Advisory Group shall meet at least six (6) times per calendar year but can conduct business out of session.
- e. Meetings will be conducted in accordance with the principles of sound meeting procedures which include notice of meetings; distribution of Agenda and papers; preparation of minutes; and confidentiality.

8. Disclosure of interests

- a. If a member of the Advisory Group has a direct or indirect pecuniary or non-pecuniary interest in a matter being considered, or about to be considered, by the Group, the member must, as soon as practicable disclose the nature of the interest to the Group.
- b. Pecuniary interest declarations will be included as the first agenda item at all meetings
- c. Disclosures must be recorded and monitored by the Secretariat.

9. Review and Assessment of the Board

- a. All additions or amendments of the Advisory Group Guidelines are to be approved by the BODEC Board.
- b. Terms of Reference will be reviewed at a minimum, annually.