

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

POLICY STATEMENT NO 35

ABORIGINAL EMPLOYMENT AND TRAINING

DECEMBER 1991

NOTE:

This policy was developed and received considerable input from a wide spectrum within and outside CALM during the preparation of the Aboriginal Employment and Training Plan of 1989.

It is re-published as one of CALM's series of Policy Statements to ensure its ready availability to all who need reference to it.

1. BACKGROUND

The Department of Conservation and Land Management (CALM) recognises that achievement of its responsibilities, functions and objectives as described in the CALM Act, Strategic Plan and Departmental Policy Statements can be attained and enhanced by the participation and contribution of Aboriginal people.

Aboriginal people generally still hold a very strong interest in the land and the natural values of the land often regardless of whether their lifestyle is more traditional or that of a country town or city dweller. For these reasons there are numerous instances where the operations of CALM could be aptly assisted by the interest, knowledge, experience and expertise of Aboriginal people.

Alternatively, Aboriginal people can gain worthwhile social and economic benefit as a result of CALM's contribution to the broader social goals of the Government. For example, through the implementation of the Aboriginal Employment and Training (AET) plan and this policy, CALM can demonstrate fairness in employment opportunity and practise for Aboriginal people.

The preparation of specific programs to redress the disadvantages and inequities in employment of Aboriginal people is in accordance with Section 140(b) of the Equal Opportunity Act 1984, which refers to the promotion of equal employment opportunity for all persons.

In providing equal employment opportunity it is sometimes necessary to take into account previous inequities in employment for particular groups of people due to discrimination of some kind, and to prescribe special measures to ensure positive action occurs and previous discrimination is not continued.

Definition of an Aboriginal Person

For the purpose of this Department's policy the working definition is:

"An Aboriginal person is a person of Aboriginal or Torres Strait Islander descent, who identifies as an Aboriginal or Islander and is accepted as such by the Community with which

(WA Public Service Commission Aboriginal Employment Policy).

2. GOALS

- 2.1 Consistent with CALM's EEO Policy, to promote employment opportunities for Aboriginal people and ensure the absence of discrimination in CALM.
- 2.2 To give Aboriginal people equitable access to:
 - employment and career development opportunities within the Department, and
 - training opportunities which allow their employment and/or participation in occupations related to the functions and operations of the Department.

3. OBJECTIVES

To assist the achievement of equitable access for Aboriginal people to employment, career and training opportunities as stated, the following objectives are proposed:

- 3.1 To appoint an Aboriginal Employment and Training Officer within the Human Resources Branch of CALM.
- 3.2 To establish formal consultative mechanisms between CALM and outside key agencies.
- 3.3 To coordinate the involvement of CALM personnel and outside key agencies in the implementation and monitoring of the Aboriginal Employment and Training Plan.
- 3.4 To set and review annually a five year staffing goal and implementation timetable for the number of Aboriginal people to be employed in permanent State-funded positions within CALM.
- 3.5 To extend the categories of Contract Services for Aboriginal people in association with CALM.
- 3.6 To extend the categories of training programs for Aboriginal people that can be provided by CALM.
- 3.7 To establish human resources practices and procedures that recognise and give credence to the cultural strengths and special needs of Aboriginal people.
- 3.8 To plan and implement cross-cultural awareness programs for CALM employees.
- 3.9 To publicise CALM's functions and its employment and training programs for Aboriginal people.

4. STRATEGIES

To achieve the objectives the Department will:

(re OBJECTIVE 1)

- 4.1 Seek information and advice from other relevant agencies on the establishment and functions of their Aboriginal employment and training programs.

- 4.2 Review the present responsibilities of the Adviser, Aboriginal Policy to assess which responsibilities may be more appropriately carried out through the Human Resources Branch.
- 4.3 Investigate and negotiate for the position to be jointly funded through State and Federal funding bodies, eg. State Treasury, DEET and ANPWS.
- 4.4 Designate the position of Aboriginal Employment and Training Officer as an identified Aboriginal position.
- 4.5 Recruit and appoint an Aboriginal Employment and Training Officer at the appropriate level. The appointment may include the option of limited tenure or secondment.
- 4.6 Determine procedures which enable the AET Officer to liaise and consult widely with specialist personnel within the Human Resources and other CALM Branches on matters relating to Aboriginal employment and training.
- 4.7 Establish an Aboriginal Employment and Training Task Force of appropriate CALM personnel to monitor and review the administration and implementation of the AET Management Plan.

(re OBJECTIVE 2)

- 4.8 Ensure that there is Aboriginal participation and involvement on Departmental staff consultative committees relating to human resources issues, eg.
 - EEO Consultative Committee
 - Training and Development Committee
- 4.9 Evaluate all consultative mechanisms to assess the opportunity for and extent of Aboriginal participation and involvement, eg.
 - Should membership include Aboriginal representation?
 - How are Aboriginal employees opinions and viewpoints sought?
- 4.10 Establish guidelines for these and any other consultative mechanisms at central and regional/district level to ensure that Aboriginal participation and involvement is effective.
- 4.11 Provide consistent and regular contact with the outside key agencies that can provide input and comments on matters relating to Aboriginal employment and training, eg.
 - Aboriginal Affairs Planning Authority (AAPA)
 - Aboriginal Advisory Council (AAC)
 - Aboriginal Development Commission (ADC)
 - Australian National Parks and Wildlife Service (ANPWS)
 - Department of Employment Education and Training (DEET)
 - Department of Employment and Training (DET)
 - Public Service Commission (PSC)
- 4.12 Establish new formal consultative mechanisms that can bring these agencies as a collective group together with selected Departmental personnel for the purpose of providing advice to CALM on the AET Plan and related matters in the Aboriginal mechanisms are:
 - Aboriginal Policy Advisory Committee
 - Aboriginal Employment and Training Advisory Committee

- Related workshops

4.13 Negotiate with appropriate State and Federal agencies as necessary for funds associated with the participation of Aboriginal community/organisation representatives on such consultative committees, eg. consultation and contingency costs.

(re OBJECTIVE 3)

4.14 Designate responsibility for the overall coordination of the AET Plan to the Aboriginal officer within the Human Resources Branch.

4.15 Establish procedures that will facilitate the coordination process and ensure the involvement of all appropriate personnel, eg.

- dissemination of relevant information;
- contact between personnel involved and Coordinator;
- visits to CALM and agency locations;
- advice on role of Coordinator as consultant/support person to other personnel;
- collection of data;
- reporting of implementation progress to CALM Human Resources Branch Manager through coordinator.

4.16 Identify personnel from within CALM and outside key agencies at both central and regional/district level who will be involved at some stage with the implementation and monitoring of the AET Plan, eg. CALM Branch/Regional/District Managers, AAPA, DEET, ADC, WA Tourism Commission, etc.

4.17 Advise these personnel of the name and role of the AET Plan Coordinator.

4.18 Encourage project development and management of related program to assist effective coordination of the AET Plan, eg.

- Special Entry Cadetships Pilot Project.

(re OBJECTIVE 4)

4.19 Identify and continually review existing temporary Aboriginal staff and trainees to facilitate their employment in permanent State-funded positions.

4.20 Identify and keep under review existing categories and levels of permanent State-funded positions in which Aboriginal people are currently employed.

4.21 Determine existing and additional categories of permanent State-funded positions for which efforts should be made to facilitate increases Aboriginal employment, eg.

- Administrative and clerical staff
- Professional and technical staff
- Field staff
- Construction and maintenance staff
- Park rangers
- Training officers for park rangers
- Interpretive officers

4.22 Review career literature and recruitment procedures for Aboriginal people, giving some particular consideration to Aboriginal women.

- 4.23 Determine procedures and criteria that can be utilised by CALM Branch, Regional and District Managers to annually review their staff situation in terms of the recruitment, employment and training of Aboriginal people