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# DEC Aboriginal Employment Strategy implementation plan 2011–2014





# DEC Aboriginal Employment Strate

## Strategy 1 – Employment targets

### ACTIONS

Work towards an Aboriginal employment target for DEC of seven per cent of the workforce by:

- implementing a range of strategies across all employment levels, occupational groups and locations to increase the employment of Aboriginal people
- expanding the range of entry level employment and training opportunities targeted specifically for Aboriginal people
- implementing flexible employment models that facilitate training and fee-for-service contracts with Aboriginal communities and ranger groups

### ACCOUNTABILITY

People Services/Directors

### WHEN

Ongoing

## Strategy 2 – Recruitment and selection

### ACTIONS

- create and recruit an Aboriginal Employment Coordinator role
- develop and implement appropriate advertising and marketing strategies
- work with divisions to identify a range of entry level traineeship opportunities through the DEC Mentored Aboriginal Training and Employment Scheme (MATES)
- develop procedures and training for staff participating in selection and recruitment panels for Aboriginal staff
- review recruitment and selection procedures to focus on personal communication and opportunities to demonstrate skills and abilities
- review and reinvigorate the DEC Cadetships through the Indigenous Tertiary Cadet Scheme (ICS)
- communicate and engage with Aboriginal agencies, corporations, educational institutions and communities to increase the number of Aboriginal applicants for DEC positions
- support pre-employment and transition to employment training

### ACCOUNTABILITY

People Services

People Services

People Services/Directors

People Services

People Services

Aboriginal Employment Coordinator

Aboriginal Employment Coordinator

People Services

### WHEN

June 2012

June 2012

Ongoing

December 2011

December 2011

March 2012

Ongoing

Ongoing

# Strategy implementation plan 2011–2014

## Strategy 3 – Learning and development

ACTIONS	ACCOUNTABILITY	WHEN
<ul style="list-style-type: none"> <li>offer traineeship opportunities to learn on the job and gain qualifications in nationally accredited training courses, in a range of business areas</li> </ul>	People Services/Directors	Ongoing
<ul style="list-style-type: none"> <li>work in partnership with Aboriginal communities to offer training and fee-for-service contracts in appropriate environment and conservation work</li> </ul>	Aboriginal Employment Coordinator	Ongoing
<ul style="list-style-type: none"> <li>develop supervision and mentoring training programs for Aboriginal and non-Aboriginal staff</li> </ul>	Directors	Ongoing
<ul style="list-style-type: none"> <li>develop working-in-government training for all new Aboriginal staff</li> </ul>	Aboriginal Employment Coordinator	December 2012

## Strategy 4 - Retention

ACTIONS	ACCOUNTABILITY	WHEN
<ul style="list-style-type: none"> <li>develop an Aboriginal employee reference committee</li> </ul>	Parks and Visitor Services	June 2012
<ul style="list-style-type: none"> <li>develop mentoring and employee networks and programs for Aboriginal staff</li> </ul>	Aboriginal Employee Reference Committee	December 2012
<ul style="list-style-type: none"> <li>provide compulsory cultural awareness training for all staff</li> </ul>	All divisions	Ongoing
<ul style="list-style-type: none"> <li>administer scholarship programs</li> </ul>	Aboriginal Employee Reference Committee/ Aboriginal Employment Coordinator	Ongoing
<ul style="list-style-type: none"> <li>develop career pathways</li> </ul>	People Services	June 2014
<ul style="list-style-type: none"> <li>recognise and promote the achievements of Aboriginal staff</li> </ul>	Directors	Ongoing
<ul style="list-style-type: none"> <li>collect and analyse data on the DEC Aboriginal Employment Strategy that measures:                             <ul style="list-style-type: none"> <li>- number of MATES entrants</li> <li>- number of MATES graduates</li> <li>- number of Aboriginal employees (FTEs)</li> <li>- number of Aboriginal communities and ranger groups involved in fee-for-service contract arrangements with DEC</li> <li>- number of individuals involved in fee-for-service contract arrangements with DEC</li> <li>- level of employment generated through fee-for-service contracts arrangements with Aboriginal communities and ranger groups (measured by number of employee days/year)</li> </ul> </li> </ul>	People Services	Annual report Corporate Executive





Department of  
Environment and Conservation

