



Wollongong City Council

Aboriginal and Torres Strait Islander Peoples

Employment Action Plan - 2004/2008

From the General Manager

The Aboriginal and Torres Strait Islander peoples Employment Action Plan – 2004/2008 builds upon the significant work that has been undertaken since Council’s initial adoption of the “Employment Equity” principle in 1998. Since that time, there has been continual progress to provide opportunities for the Aboriginal and Torres Strait Islander peoples community to access employment within the Council’s structure. Some of the achievements include;

- Establishment of a fully funded Aboriginal and Torres Strait Islander peoples Community Development Worker position;
- A total of 2 Cadets, 3 Apprentices and 3 Trainees have been engaged;
- Identified positions are advertised in the Local Aboriginal and Torres Strait Islander peoples community newspaper with an extended advertising period;
- Selection Panel members and staff are trained in cultural awareness;
- A review of numeracy and literacy assessment requirements to make it less intimidating to applicants.

Council is committed to build upon the achievements attained. The revised Aboriginal and Torres Strait Islander peoples Employment Action Plan will further develop and explore opportunities to enable Aboriginal and Torres Strait Islander peoples to gain skills that help to secure on-going employment for the benefit of the Aboriginal and Torres Strait Islander peoples community and Council.

The objectives of this Action Plan include:

1. Encourage and support Aboriginal and Torres Strait Islander peoples Employment Opportunities
2. Increase the number of Aboriginal and Torres Strait Islander peoples within Council
3. Provide training and career development options for Aboriginal and Torres Strait Islander employees
4. Maximise the retention of Aboriginal and Torres Strait Islander employees
5. Provide Support Mechanisms for Aboriginal and Torres Strait Islander peoples.

I strongly encourage all employees and the Aboriginal and Torres Strait Islander peoples Community to actively support and participate in the implementation of this important Action Plan.

Rod Oxley
General Manager

Aboriginal and Torres Strait Islander Peoples Employment Action Plan 2004-2008

		Who's Responsible	By When
Promote			
1.1	Develop and disseminate Action Plan to external agencies.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Jul 2004
1.2	Participate in Illawarra network and consultative forums.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Ongoing
1.3	Promote the Employment Action Plan across Council to raise awareness and foster a supportive employment environment.	<ul style="list-style-type: none"> • Director Corporate and Governance • Divisional Managers 	Ongoing

		Who's Responsible	By When
Provide employment opportunities			
2.1	Provide one position in the annual intake of Cadets, Apprentices and Trainees.	<ul style="list-style-type: none"> • Director Corporate and Governance • Divisional Managers 	Feb 2005
2.2	Provide two positions on the casual labourer list.	<ul style="list-style-type: none"> • Manager Human Resources 	Feb 2005
2.3	Provide two full time clerical/administration positions over next three years.	<ul style="list-style-type: none"> • Director Corporate and Governance • Manager Human Resources 	Jul 2007
2.4	Advertise job vacancies within appropriate newspapers so as to attract the attention of Aboriginal and Torres Strait Islander peoples.	<ul style="list-style-type: none"> • Manager Human Resources 	Jul 2004
2.5	Train community representatives to develop a pool of recruitment interviewers, convenors and independent members for Selection Panels.	<ul style="list-style-type: none"> • Manager Human Resources 	Jul 2005
2.6	Ensure the application of the Appointment and Promotion Policy is culturally appropriate including job descriptions and recruitment information brochures.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Aug 2004
2.7	Council support application of programs (such as the Elsa Dixon) to host employment opportunities undertaking studies in Local Government Governance and Administration Certificate III.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Ongoing

		Who's Responsible	By When
2.8	Provide a mechanism and/or an Aboriginal and Torres Strait Islander person to be designated to assist Aboriginal and Torres Strait Islander applicants with applications, interview preparation and to provide feedback.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Sep 2004
2.9	Ensure consultation with the Aboriginal and Torres Strait Islander peoples Community Development Worker regarding designated recruitment and selection action.	<ul style="list-style-type: none"> • Manager Human Resources 	Ongoing

		Who's Responsible	By When
Provide training and career development options			
3.1	Ensure supervisors conduct quarterly development interviews to assist in identifying and addressing specific training needs.	<ul style="list-style-type: none"> • Manager Human Resources 	Ongoing
3.2	Identify opportunities by providing information and access to preparatory training, education and skill acquisition.	<ul style="list-style-type: none"> • Manager Human Resources 	Dec 2005

		Who's Responsible	By When
Create a supportive working environment			
4.1	Provide culturally specific information to all Senior Managers and Supervisors, and include in induction packages for all new staff.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Jan 2005
4.2	Develop and implement an Aboriginal and Torres Strait Islander peoples Cultural Awareness Training program for all Council staff.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Jan 2005
4.3	Encourage any Aboriginal and Torres Strait Islander employee leaving the employment of Council to participate in an exit interview.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Ongoing
4.4	Maintain and further develop a mentoring or buddy program for Aboriginal and Torres Strait Islander employees.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Ongoing

		Who's Responsible	By When
Ensure effective socialisation			
5.1	Prepare information and provide support for all supervisors of Aboriginal and Torres Strait Islander employees including Cultural Awareness training.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Feb 2005
5.2	Ensure awareness of culture forms part of the recruitment and selection training course.	<ul style="list-style-type: none"> • Manager Human Resources 	Sept 2005
5.3	Conduct culturally specific job application workshops .	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Feb 2005
5.4	Provide support to newly recruited Aboriginal and Torres Strait Islander employees recognising culturally specific needs	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Ongoing
5.5	Develop protocols to address issues arising from tradition/culture to ensure equity and fairness.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Jul 2005
5.6	Ensure all programs provide a level of flexibility to be able to address culturally specific work, study and family situations.	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services 	Jul 2005