



Attorney General's
department of nsw

Aboriginal and Torres Strait Islander Employment Strategy

2006 - 2011

Edition 3



K. Duncan, 94.

Aboriginal and Torres Strait Islander Employment Strategy

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The Attorney General's Department of NSW (AGD) values and seeks to develop its Aboriginal and Torres Strait Islander staff in order to respond effectively to the diversity, culture and needs of Aboriginal people and communities.

The Department's Norimbah Unit supports and nurtures the career development and retention of Aboriginal staff and is responsible for informing them of issues impacting the Department and their employment.



K. Duncan '94

Outcome 1:

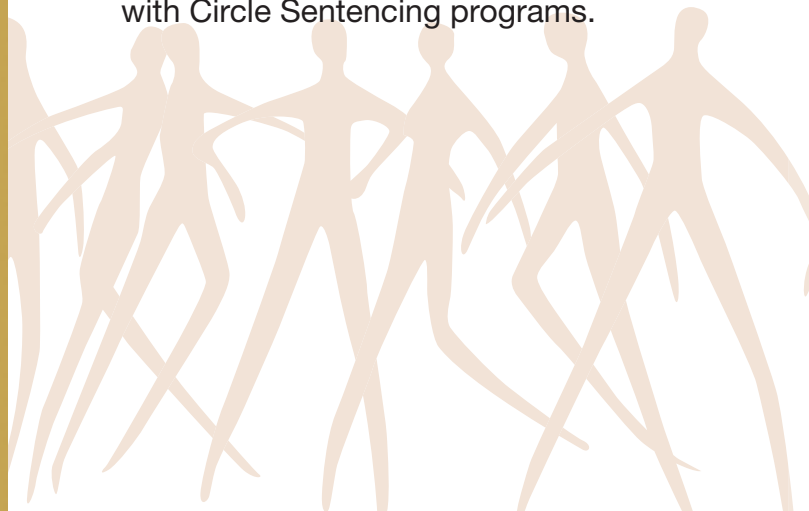
Quality services which are responsive to the needs of Aboriginal people

Target

- All Business Plans and Performance Agreements incorporate strategies to enhance Aboriginal employment and service delivery.

Strategies

- Develop and implement an Aboriginal Workforce Development Plan based on analysis of our current and long term service needs.
- Include strategies in all Business Plans to enhance Aboriginal service delivery and employment.
- Develop and implement the Aboriginal Service Delivery Improvement Program.
- Provide Cultural Respect and Communication training programs to equip staff with the skills and awareness necessary to provide competent and effective services to Aboriginal clients.
- Review the Induction Program to ensure it incorporates information on the needs of Aboriginal clients and staff.
- Employ Aboriginal Sheriff's Officers in Courts with Circle Sentencing programs.



Outcome 2:

The AGD is an employer of choice for Aboriginal people

Targets

- 5% increase per annum in Aboriginal applicants for positions.
- Aboriginal representation across permanent and temporary employment reflects the Department's ratio.
- Aboriginal staff numbers increased by 25 people per annum.

Strategies

- Conduct information sessions at relevant Aboriginal organisations, career markets and events to promote employment opportunities within the Department.
- Establish a web page to promote the Aboriginal Employment Strategy and advertise identified positions.
- Collate qualitative data on workplace practices through questionnaires and grievance processes.
- Ensure vacant positions are advertised in a manner that is accessible and attractive to Aboriginal applicants.
- Use Clause 10 for appropriate appointment of staff.
- Implement School Based Aboriginal Traineeship Program across Business Centres.
- Access and promote external funding options eg Elsa Dixon Aboriginal Employment Program.

Outcome 3:

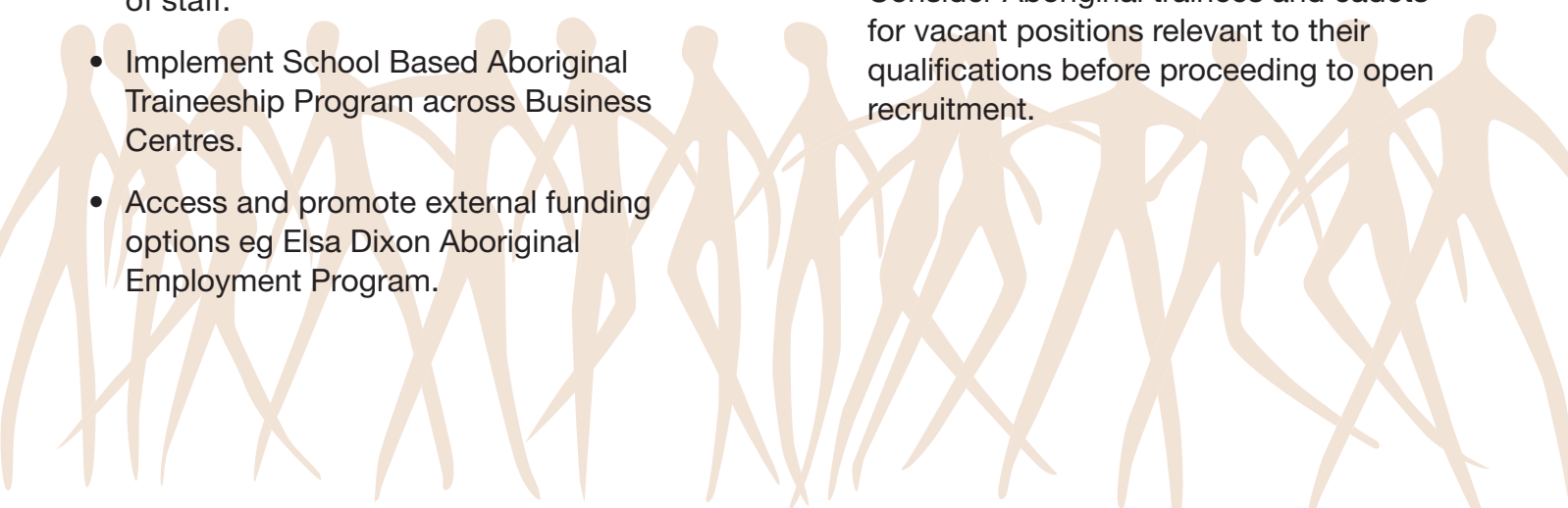
Aboriginal staff numbers reflect our client base

Targets

- By June 2011, 6% of all staff are Aboriginal.
- By June 2011, 10% of all staff in Local Courts and Sheriff's are Aboriginal.
- By June 2011, all Business Centres with more than 20 staff meet Departmental Business Centre Targets for Aboriginal Employment (refer Appendix A).

Strategies

- Establish Aboriginal employment targets and strategies in all Business Plans.
- Include Aboriginal employment targets in Senior Executive Services (SES) performance agreements.
- Implement the Aboriginal Traineeship Program across Business Centres.
- Incorporate the Aboriginal Employment Strategy into Departmental planning and budgetary processes including the Results and Services Plan (RSP) and the Equal Employment Opportunity (EEO) Strategic Management Plan.
- Consider Aboriginal trainees and cadets for vacant positions relevant to their qualifications before proceeding to open recruitment.



Outcome 4:

Aboriginal staff are represented across our Business Centres and at all levels within the Department

Targets

- All Business Centres with more than 20 employees have Aboriginal staff.
- Aboriginal representation across all grades that reflect the Department's ratio by grades.
- By June 2011, 10% of all Aboriginal staff are at Grade 10 or above.

Strategies

- Monitor performance against Aboriginal employment targets in each Business Centre's Business Plan.
- Target several places for Aboriginal staff in "Strengthening our Leadership Program".
- Engage a Training Provider to develop an AGD Aboriginal Management Training Program with a focus on core Business Management Skills.
- Encourage Aboriginal staff to use all education policies and support available.
- Encourage Aboriginal staff to participate in the Attorney General's Department of NSW Management Mentoring Program.
- Target places for Aboriginal women in Executive Development Programs and monitor participation rates.
- Implement Human Resources (HR) strategy and key elements of Career Planning and Development for all Aboriginal staff.
- Encourage Aboriginal staff to attend Selection Techniques training.

Outcome 5:

Aboriginal staff are supported and encouraged to develop to their fullest potential

Targets

- 20% of Aboriginal staff undertake higher duties, job swaps or secondments each year.
- 100% of Aboriginal staff have a minimum of 2 days training per annum (excluding induction).
- 75% of Aboriginal staff have a Performance Planning and Development (PP&D) program which identifies their training and development needs and career aspirations.

Strategies

- Monitor and report on the motivation of Aboriginal staff through the Employee Opinion Surveys using the 1999 survey as a benchmark.
- Refocus and strengthen the role of the Norimbah Unit.
- Foster and promote the Aboriginal Staff Reference Group (ASRG) and seek their input into programs and policies.
- Fund and support Aboriginal Staff Forums.
- Ensure all Aboriginal staff undertake Performance Planning and Development.
- Incorporate and highlight recognition of Aboriginal Cultural Obligations in the department's Human Resource Policies.
- Promote external leadership and training and education programs.

Vision

The Attorney General's Department of NSW values and develops its Aboriginal and Torres Strait Islander staff in order to respond effectively to the diversity, culture and needs of Aboriginal people and communities

<p>Outcomes</p>	<p>Quality services which are responsive to the needs of Aboriginal people.</p>	<p>The AGD is an employer of choice for Aboriginal people.</p>	<p>Aboriginal staff numbers reflect our client base.</p>	<p>Aboriginal staff are represented across our Business Centres and at all levels within the Department.</p>	<p>Aboriginal staff are supported and encouraged to develop to their fullest potential.</p>
<p>Targets</p>	<p>All Business Plans and Performance Agreements incorporate strategies to enhance Aboriginal employment and service delivery.</p>	<p>5% increase per annum in Aboriginal applicants for positions. Aboriginal representation across permanent and temporary employment reflects the Department's ratio. Aboriginal staff numbers increased by 25 people per annum.</p>	<p>By June 2011, 6% of all staff are Aboriginal. By June 2011, 10% of all staff in Local Courts and Sheriff's are Aboriginal. By June 2011, all Business Centres with more than 20 staff meet Departmental Business Centre Targets for Aboriginal Employment (refer Appendix A).</p>	<p>All Business Centres with more than 20 employees have Aboriginal staff. By June 2011, Aboriginal representation across all grades reflects the Department's ratio by grades. By June 2011, 10% of all Aboriginal staff are at Grade 10 or above.</p>	<p>20% of Aboriginal staff undertake higher duties, job swaps or secondments each year. 100% of Aboriginal staff have a minimum of 2 days training per annum (excluding induction). 75% of Aboriginal staff have a Performance Planning and Development (PP&D) program which identifies their training and development needs and career aspirations.</p>
<p>Strategies</p>	<ul style="list-style-type: none"> Aboriginal Workforce Development Plan. Strategies developed through Business Planning processes. Aboriginal Service Delivery Improvement Program. Cultural Respect and Communication training. Review of the Induction Program. Aboriginal Sheriff's Officers in Circle Sentencing Courts. 	<ul style="list-style-type: none"> School Based Aboriginal Traineeships. Information sessions. Aboriginal Employment web page. Monitor data on workplace practices. Accessible advertising of vacant positions. Use of "Clause 10". Access and promote external funding options. 	<ul style="list-style-type: none"> Business Centre based targets. Senior Executive Services (SES) Performance Agreements. Aboriginal Traineeships. Aboriginal Employment Strategy incorporated into planning and budgetary processes. Appointment of Aboriginal trainees and cadets to vacant positions. 	<ul style="list-style-type: none"> Monitor Business Centre performance in relation to employment targets. AGD Management Training and Development programs for Aboriginal staff. Promote and monitor Aboriginal women's access to Management Development Programs. Career Planning and Development. Selection Techniques training. 	<ul style="list-style-type: none"> Monitor staff motivation and satisfaction. Strengthen the Norimbah Unit. Aboriginal Staff Reference Group (ASRG). Aboriginal Staff Forums. Performance Planning and Development. Demonstrate recognition of Aboriginal cultural obligations through AGD policy. Promote education and training options.

Appendix A

Attorney General's Department of NSW Business Centre Targets for Aboriginal Employment

A target for 2011 will be established with each Business Centre in accord with the ranges outlined below.

Business Centre Numbers	Target for minimum number of Aboriginal staff by 2011
0 - 20	0 - 1
20 - 50	1 - 3
50 - 80	3 - 5
80 - 120	5 - 7
120 - 160	7 - 10
160 - 200	10 - 12
200 - 250	12 - 15
> 250	15 - 25

Please note: The table excludes Local Courts and Sheriffs, which have an overall target of 10%. Individual Local Court targets need to reflect the number of Aboriginal clients accessing the court.

Monitoring and Reporting

Monitoring of the strategy will incorporate the following key elements:

- Quarterly reporting by Business Centre Managers to the Executive on achievements in relation to Aboriginal Employment targets
- Incorporation of targets into Senior Executive Services (SES) Performance Agreements
- An annual review of Business Centre performance in relation to the Aboriginal employment strategies and targets in their Business Plans
- An annual review of Departmental performance in relation to the Aboriginal Employment Strategy and Departmental targets



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