



*ABORIGINAL EMPLOYMENT  
PLAN*

*2020 - 2023*

## TABLE OF CONTENTS

<b>Contents</b>	<b>Page Number</b>
Introduction	3
Local Aboriginal Community	4
Portland District Health Organisation Profile	5
Objective of Aboriginal Employment Plan	6
Progress /status of past PDH plan (2016-2019)	7
Action plan/goals 2020-2023	9
Key Contacts	12
Reference Material	14
Approvals	14

## **INTRODUCTION**

### **2017 – 2022 Victorian Public Sector Commission's five year strategy**

Barring Djinang is the new five year Aboriginal Employment Strategy for the Victorian Public Sector Commission (VPSC). The strategy has 16 initiatives to enhance attraction, recruitment and retention. This includes targeted employment programs and career development and support for staff.

Barring Djinang is from the Taungurung language and means 'path of the feet'. It was chosen as a reminder of the many different career paths that the public sector can provide to Aboriginal people.

Through these initiatives we will strengthen Aboriginal leadership capacity and grow the numbers of Aboriginal staff in senior positions in the public sector. We will develop future leaders in Aboriginal Community Controlled Organisations, public and private sectors.

The Victorian Government is best served by a public sector that reflects and embraces its rich diversity.

Aboriginal employees bring unique knowledge, skills and expertise to the workforce and understand the needs and aspirations of the Aboriginal community.

Barring Djinang initiatives help public sector agencies support and improve career experiences for Aboriginal employees, placing a strong focus on career development

Barring Djinang has adopted an Aboriginal employment target of 2% for the VPSC. No target has been set for the broader public sector.

## **2016–2021 Department of Health and Human Services (DHHS) Employment Strategy**

The Aboriginal Employment Strategy 2016-2021 has been informed by the department's Koolin Balit: Victorian Government Strategic Directions for Aboriginal Health 2012-2022 operating in conjunction with the Moondani: Aboriginal Inclusion Plan 2015-2018.

Six focus areas have been established by the DHHS in relation to Aboriginal Employment/Plans:

1. Profile and leadership
2. Recruitment
3. Retention
4. Inclusive workplaces
5. Induction
6. Development

### **Population Profile Overview**

Portland District Health (PDH) serves a catchment population of approximately 21,000 people drawn principally from the Glenelg Shire, and increasingly from South East South Australia. Some community services cover an expanded catchment, including the Southern Grampians Shire.

While the region's population is mainly concentrated in Portland, many people receiving services from Portland District Health live in smaller townships in the surrounding region, and in more isolated cropping, sheep, cattle and dairy farming areas.

### **LOCAL ABORIGINAL COMMUNITY**

The Glenelg Shire has more than three times the average proportion of Aboriginal residents compared with the Victorian average. In the 2016, Australian Bureau of Statistics (ABS) 472 people identifying as Aboriginal or Torres Strait Islanders in the Glenelg Shire.

The proportion of Aboriginal people in the Glenelg Shire has continued to increase from 1.2% of population in 2003, 1.9% in 2006, 2.1% in 2011 and 2.4% in 2016.

The Glenelg Shire Council and the Gunditj Mirring Traditional Owners Aboriginal Corporation, Dhauwurd-Wurrung Elderly and Community Health Service and Winda-Mara Aboriginal Corporation have worked together to develop the Glenelg Aboriginal Partnership Agreement and Plan to promote recognition, healing and reconciliation between Aboriginal and non-Aboriginal residents.

PDH will engage and involve the local Aboriginal community in the process of co-producing, updating and revising the Aboriginal Employment Plan through the Aboriginal and Torres Strait Islander Workforce Officers attendance at the bi-monthly Kareeta Ngoot Yoong Wat nan da (Grow Healthy Together) Advisory meetings.

## **PORTLAND DISTRICT HEALTH ORGANISATION PROFILE**

PDH is a public health service aiming to provide safe and cost effective primary, acute and aged care services to the residents of Portland and district.

The vision of the health service is to deliver excellent health care through continuous improvement and to creatively meet the community's needs by listening, living and working with them.

The organisation provides an integrated health service which comprises acute, primary health and aged care residential care services. Our health service provides 24 hour, 7 days a week Urgent Care Centre, 69 registered inpatients beds, 2 operating theatres, 8-bed day procedure unit, plus Chemotherapy / Dialysis / Sleep Studies, 30 bed residential aged care facility, Comprehensive range of Primary Health, Community and Home Care Services and Specialist Centre

## **OBJECTIVE OF ABORIGINAL EMPLOYMENT PLAN**

The objective of this plan is to increase employment participation of Aboriginal people at PDH to a minimum of 2.5% of the total workforce. This target is based on head count and not effective full-time equivalent (EFT) and is above the VPSC's 2% target. Our plan will be available for public viewing on our PDH website.

Through the process of increasing Aboriginal employment a greater understanding of cross-cultural requirements will be achieved to assist in developing the environment and systems for long-term Aboriginal participation and support across the organisation.

To achieve the 2.5% target, PDH intends to utilise both State and Federal funding sources to create meaningful training and career opportunities for local Aboriginal and Torres Strait Islander people.

Although funding is available for wage subsidies and training, PDH will also provide resources for supervision, mentoring, cultural awareness training and project management.

The objectives and outcomes of the plan cover the period 2020 to 2023. As opportunities arise and momentum grows through new initiatives and greater employee and partnership participation, this plan will reflect such change.

PROGRESS/STATUS OF PAST (2016-2019) AND CURRENT (2020-2023) PLAN

To encourage a local Aboriginal person to join the Portland District Health Board of Management	Have an engaged local Aboriginal person on the board.	Commenced July 2016	Re-appointed 2019 Term due to end 2022 (to be reviewed closer)
Department of Health and Human Services Koolin Balit funding grants	Successful positions include: <ul style="list-style-type: none"> <li>• Medication Endorsement for Enrolled Nurse</li> <li>• Certificate IV Allied Health Assistance</li> <li>• Certificate IV Allied Health Assistance</li> <li>• Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care</li> </ul>	<ul style="list-style-type: none"> <li>• Completed 2016</li> <li>• Completed 2016</li> <li>• Completed 2017</li> <li>• Completed 2017</li> </ul>	Koolin Balit funding has ceased and been replaced with Aboriginal Training Grants
Traineeship opportunity for Aboriginal and Torres Strait Islander people	Certificate IV Allied Health Assistance Traineeship	Completed 21/12/2018	No funding to date
Department of Health & Human Services Aboriginal Training Grants	Successful positions/applications include: <ul style="list-style-type: none"> <li>• Certificate IV in Allied Health Assistance (Physio and Exercise Physiologist)</li> <li>• Certificate III in Health Administration (Human Resources and Quality)</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing – expected completion date December 2019</li> <li>• Commenced August 2018 unfortunately incomplete as employee resigned September 2019</li> </ul>	To date funding hasn't been released. Applications will be made when/if grants become available again

DHHS Aboriginal employment total workforce 2%	Successfully achieved twice in duration of 2016-2019 plan	January 2018 had 9 employees of our 447 employees who self- identified as Aboriginal giving us 2%  April 2019 had 9 employees of our 449 employees who self- identified as Aboriginal giving us 2%	Maintain target of 2%
National Aborigines and Islanders Day Observance Committee (NAIDOC) Week ceremony.	Our annual flag raising ceremony has been a great success over the past four years.	Ongoing 2016	Event is in annual calendar
Aboriginal and Torres Strait Islander applicants being interviewed who meet majority key selection criteria of position vacant with Aboriginal and Torres Strait Islander Workforce Officer on panel.	Ensure the Aboriginal and Torres Strait Islander Workforce Officer is on all interview panels with a known Aboriginal and Torres Strait Islander applicant.	Ongoing 2016	Monitor



## ACTION PLAN / GOALS (2020-2023)

<b>PDH STRATEGIC GOAL</b>	<b>DHHS FOCUS AREA</b>	<b>PDH ACTION/GOAL</b>	<b>PERFORMANCE INDICATORS</b>
We Create	Profile & Leadership	<ul style="list-style-type: none"> <li>• Continue close collaboration through the Kareeta Ngoot Yoong Wat nan da (Grow Healthy Together) committee.</li> <li>• Develop specific Aboriginal and Torres Strait Islander employee questionnaires/surveys relating to workplace experiences.</li> <li>• Offer all Aboriginal and Torres Strait Islander employees career development plans.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% PDH representation committee meetings</li> <li>• Internal survey to be delivered before end 2023</li> <li>• Every 6 months through the My Place Program or when requested by the employee</li> </ul>
We Create & We Learn	Recruitment	<ul style="list-style-type: none"> <li>• Identify and promote positions for Aboriginal and Torres Strait Islanders.</li> <li>• Actively seek funding to implement traineeships / apprenticeships / scholarships for Aboriginal and Torres Strait Islander people which will be advertised internally and externally.</li> <li>• Include in positions vacant advertisements a statement that encourages Aboriginal and Torres Strait Islander applicants to contact the PDH Aboriginal and Torres Strait Islander Human Resources Workforce Officer for assistance or any further information regarding position.</li> <li>• Review potential career pathways that can be developed within PDH employee framework.</li> <li>• Establish partnerships with TAFE, Registered</li> </ul>	<ul style="list-style-type: none"> <li>• All positions promoted to our partners</li> <li>• Apply for all relevant funding available</li> <li>• Statement included in 100% of advertisements</li> <li>• The number of completed career plans</li> <li>• The number of</li> </ul>

		Training Organisations and Secondary schools.	partnerships established
We Create	Retention	<ul style="list-style-type: none"> <li>Retain current Aboriginal and Torres Strait Islander staff by supporting and offering assistance of the Aboriginal &amp; Torres Strait Islander Workforce Officer.</li> <li>Ensure the workplace is flexible and sensitive to the cultural needs of Aboriginal and Torres Strait Islanders people.</li> <li>Develop workforce culture and environment supportive of Aboriginal &amp; Torres Strait Islander culture that maintains the employment of Aboriginal people.</li> </ul>	<ul style="list-style-type: none"> <li>Retention rate</li> <li>PDH Leave Policy reviewed for cultural and ceremonial leave provisions</li> <li>Annual indicators from the People Matter Survey</li> </ul>
We Connect	Inclusive Workplaces	<ul style="list-style-type: none"> <li>Continue to foster the Grow Healthy Together relationships with Dhauwurd-Wurrung Elderly Community Health Service, Winda-Mara Aboriginal Corporation and Gunditj Mirring Traditional Owners Aboriginal Corporation.</li> <li>Encourage and identify how PDH can improve employees self-identifying as Aboriginal and Torres Strait Islander origin.</li> </ul>	<ul style="list-style-type: none"> <li>100% PDH representation at meetings and participation in relevant programs to ensure the support of this partnership</li> <li>Implemented results from internal survey of staff</li> </ul>
We Learn	Induction	<ul style="list-style-type: none"> <li>GROW Learning Management System – cultural safety is a mandatory training requirement for all staff.</li> <li>Develop a support and guidance pathway to meet the needs of Aboriginal &amp; Torres Strait Islanders who work across numerous departments.</li> </ul>	<ul style="list-style-type: none"> <li>Completion rates of mandatory training</li> <li>Implemented results from internal survey of staff</li> </ul>

We Learn	Development	<ul style="list-style-type: none"> <li>• Identify and utilise Aboriginal &amp; Torres Strait Islander people for future employment opportunities at PDH.</li> <li>• Interviewing Aboriginal and Torres Strait Islander applicants of whom meet majority key selection criteria.</li> <li>• Promote the Aboriginal Employment Plan internally and externally.</li> <li>• Develop culturally appropriate marketing campaigns such as student placements and work experience to attract Aboriginal and Torres Strait Islander pathways, in collaboration with our local area network key stakeholders; TAFE, Deakin University, Secondary Schools.</li> <li>• Aboriginal Employment Plan to be endorsed by the PDH Board of Management, the Kareeta Ngoot Yoong Wat nan da Committee and reported yearly in October to the Workforce Culture and Development Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• The number of applicants referred through partnerships</li> <li>• The number of applicants interviewed</li> <li>• Partners and community have access to the plan</li> <li>• The number of opportunities promoted to partners. Advertising accordingly the number of opportunities, share on PDH social media and networks</li> <li>• Annual endorsement recorded in minutes</li> </ul>
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## KEY CONTACTS

### Portland District Health

<b>Contact:</b>	<i>Sonia Shelton</i>
<b>Position:</b>	<i>Aboriginal &amp; Torres Strait Islander Workforce Officer</i>
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### Winda-Mara Aboriginal Corporation

<b>Contact:</b>	<i>Reception</i>
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### Gunditj Mirring Traditional Owners Aboriginal Corporation

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### South West TAFE Portland

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## REFERENCE MATERIAL

- Artwork "Mootalarra Murmuration" by Jerrika Ada Pevitt
- Australian Bureau of Statistics 2016
- DHHS Aboriginal Employment Strategy
- Glenelg Shire Statistics 2016
- PDH Strategic Plan 2016 -2020
- Victorian Public Sector Commission

## APPROVALS

This document was produced by the Portland District Health Aboriginal and Torres Strait Islander Workforce Officer, and approved by the Portland District Health People and Culture Manager, Chief Executive Officer and Board of Management.