

# Roper Gulf Shire Council

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## Mission

Working as one towards a better future through effective use of all resources

## Vision

Sustainable, Viable, Vibrant

## Core values

**H**onesty

**E**quality

**A**ccountability

**R**espect

**T**rust



## Location

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Roper Gulf Shire Council area covers the region east and southeast of **Katherine, Northern Territory**.

- Provide a range of services over an area that spans 185,000 square km (80% the size of Victoria)
- The total estimated resident population of the Shire is approximately 7000.
- 77% are Indigenous
- Median age of residents is 23.



# Employment

- 350 employees of which 74% are indigenous
- In some communities all the Shire positions are held by Indigenous workers





# Workforce Development strategy

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## Our focus

- Recruitment
- Induction
- Performance Monitoring & feedback
- Training and Career Development
- Succession Planning
- Focused Cultural Awareness training
- Recognition, Rewards and incentives
- Mentor & Retention strategies
- Develop & Strengthen Community Relationships

# Work Health & Safety

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## ○ Induction to WHS

- Online induction
  - Roper Gulf standards
  - Operational hazards
  - Safety requirements
- Facilitated site specific inductions
  - Local operational hazards and safety requirements

## ○ Team Meetings

- Start with SPACER
  - Safety, Purpose, Agenda, Code-Of-Conduct, Expectations, Roles

## ○ Health & Safety Representatives

- Teleconference
- Function and site based
- Extensive coaching and mentoring



# Remote Jobs in Community Program

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- Engages job seekers in meaningful activities to develop skills
- Contributes to a better community
- Gives a sense of pride in their achievements
- Previously with CDEP Roper Gulf had approximately 430 job seekers
- Now with RJCP there will be approximately 1400 job seekers
- Since July 2013 Roper Gulf has been able to place 28 job seekers into positions with another 15 about to commence in the next two weeks
- Employment Sustainability, enhancing community networking plays a major part in community development:



# Remote Jobs in Community Program

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cont.

## **Some of the Requirements to engage an RJCP participant**

- Interview the new job seeker
- Participation plan
- Nominate their training interest
- Only able to complete 1 training course per year
- Opportunities to work in community
- Work availability needs to meet the needs of Roper Gulf Shire plans and goals





# Remote Jobs in Community Program

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Cont.

Recruitment challenges for RJCP implementation

Recruitment to positions

RJCP Job seeker engagement



# Training

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## Essential & desirable skills –

- Matched to job role and position description
- Integrated to pay bands

## Training Requirements

- Development of culturally appropriate council policy and procedures.
- Develop a positive working relationship with community member and stakeholders.
- Develop training requirements form Mentoring Interview Information.
- Ensure that employees are aware of career pathways that are available in their chosen fields.
- Evaluation of training programs and delivery.



## Training cont.

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- **2013 Training achievements**
- Employees offered access to 40 different training opportunities
- 268 employees took advantage
- Currently 76 employees are enrolled in ongoing qualifications of which 35 are Indigenous
- Where possible training is delivered in communities
- Combined training between RGSC employees and RJCP participants



# Mentoring Program

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- Overview
- Funded by DEEWR to decrease separation rates and absenteeism.
- Supports acquisition of skills to cope with a constantly changing work environment
- Aimed to retain and support Indigenous and non-Indigenous employees at the community level.
- Shire Staff to undertake Workplace Mentoring Interviews.
- Training needs analysis/Skills gap identification.
- Career Planning.
- Induction and information presentations.
- Probation and performance management.
- Maintaining a confidential record of all individual staff mentoring.



# Mentoring Program cont.

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- Continuing Improvement
- Researching of retention and attraction of staff through workplace mentoring interviews conducted with all shire staff members employed by Roper Gulf Shire Council.
- Mentoring is a fundamental form of Human Development where one person invest time, energy and personal know how in assisting the growth and ability of another person.
- Provide advice, assistance and feedback to the Training Coordinator and Human Resource Manager

# Mentoring Program cont.

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- Workplace Mentor
- Mentors will be working with Managers and Supervisors to provide ongoing support and coordination of development and training.
- Researching of Retention and Attraction of staff through workplace mentoring interviews conducted with all staff members.
- Employee mentoring delivered to all relevant employees as planned.
- 2 interviews each year for Indigenous staff and one interview per year for non-Indigenous staff.
- Information can be used in the updating of Workplace Development Strategy.
- Submit report to HR Management on workforce Mentoring visit to communities.



# Mentoring Program cont.

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- Mentoring Interviews will be on one to one structured basis and confidential.



- Interviews enhance individual development
- Increase staff satisfaction & retention rate
- Barriers / challenges?



# Retention - Motivation and Moral

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- Respect each other
- Getting to know you
- What makes them tick
- Build a team
- Engagement

# Reward and Recognition strategies

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- Employee of the month by community
- Employee of the year





# Rewards and Recognition

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We have been discussing a gift with Roper Gulf logo

- Promotional items
- Recognition of service
- Plaque in Katherine with employee of the year winner names engraved and placed in reception for everyone to see



# Attendance issues

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## Attendance

- Identify hidden causes
- Make employees aware of expectations
- Analyse Attendance records
- Have a clear policy in place
- Make employee aware of the consequences
- Follow up with employees upon return to work
- Recognise an employee's good attendance



# Conclusion

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**Roper Gulf Shire Council** is committed to achieving continuous improvement of a strong **Workforce Development Plan and Mentoring program.**

The aim for workforce planning and development is paramount for Roper Gulf Shire to attract, retain and develop the best local people.

To be able to be innovative, strategic in direction and deliver appropriate services consistently, effectively and efficiently to achieve our goals.





# Thankyou

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