Reconciliation Action Plan

Department of Families, Housing, Community Services and Indigenous Affairs

Annual Progress Report 2011 - 2012

# Contents

# Message from the Secretary

In the first year of our refreshed Reconciliation Action Plan (RAP) for 2011-2014, we have made significant achievements towards reconciliation between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples.

Our Cultural Appreciation Program has been reviewed and is being expanded with input for new content from Aboriginal and Torres Strait Islander and non‑Indigenous staff. Participation in the training is now mandatory for all staff under the RAP and has been included in each staff member’s Talking About Performance agreement.

We have welcomed 14 Aboriginal and Torres Strait Islander trainees, three graduates and 12 Indigenous Australian Government Development Program participants to the Department this year. We are also supporting our existing Aboriginal and Torres Strait Islander employees with mentoring and personal development opportunities, through our Career Development Framework.

One of our major challenges is encouraging mainstream service providers to improve the accessibility and appropriateness of their services to Aboriginal and Torres Strait Islander peoples. We have a new initiative underway which will see providers under the Family Support Program develop an Indigenous Access Plan and set an Indigenous Access Improvement Target to increase the number of Aboriginal and Torres Strait Islander families accessing their services. These providers will report on their progress every July.

As we move into our next RAP year, we will continue to provide opportunities for all our people to increase their understanding of Aboriginal and Torres Strait Islander culture. We will ensure staff apply their learnings to their work where possible and support Aboriginal and Torres Strait Islander owned service providers and businesses through the use of suppliers listed with Supply Nation (formerly the Australian Indigenous Minority Supplier Council).

I invite everyone to get involved in delivering on our RAP actions. We can all contribute to Closing the Gap on Indigenous disadvantage and building better relationships between all Australians.

| FaHCSIA Secretary Finn Pratt PSM signature. | - |
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| Finn Pratt PSM  Secretary |

# Relationships

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| Relationships | FaHCSIA continues to build mutually respectful relationships and engagement between Aboriginal and Torres Strait Islander people and non-Indigenous people. As the lead Commonwealth Indigenous agency we want to ensure our programs and policies reflect the Government’s commitment of closing the gap to improve the lives of Indigenous Australians. | | | | |
| **Focus area: Importance of Indigenous culture, leadership, positive relationships.** | | | | | |
| **Action** | **Responsibility** | **Timeline** | **Measurable Target** | **Completed / In-Progress** | **Issues / Risks** |
| 1)  FaHCSIA business areas implement the Indigenous Engagement Framework with a focus on strengthening Government’s engagement with Indigenous organisations. | Indigenous Coordination Group.   (Reconciliation and Relationships Branch).   Applicable to all staff. | Annually throughout the life of the RAP.  (December each year). | To assist FaHCSIA staff to engage with Indigenous organisations, educative training seminars will be held annually. | In-progress.  Engagement seminars are being developed and it is proposed that a series of four seminars will be delivered during 2012-13.  The proposed seminars will cover different aspects of engagement, including engagement with Indigenous people in the corporate sector, non-government sector and public sector.  It is also proposed to hold topical thematic seminars about principles for good practice engagement including the use of interpreters. | On track. No risks identified. |
| Register kept of staff attendance at seminars. | In-progress.  A register will be held to record the number of staff in attendance. | Not due to report. |

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|  |  |  | Indigenous engagement toolkit/fact sheets developed and made available to staff in other government agencies to strengthen effective engagement with Indigenous organisations. | In-progress.  The Indigenous engagement toolkit, titled *‘Engaging Today, Building Tomorrow - Tools to Support Engagement’* was developed and made available to other government agencies across the APS in 2011.  The purpose of the toolkit is to provide more practical guidance on:  - types of engagement;  - planning for engagement; and  - developing an engagement plan.  It also includes a sample engagement planning template and checklist.  It is proposed that a fact sheet be distributed to agencies in September 2012 (pending the final approval of the engagement framework with the National Congress of Australia’s First Peoples). The fact sheet will remind agencies of the Engagement Framework and provide an update on appropriate engagement mechanisms, such as the National Congress. | On track. No risks identified. |
|  |  |  | All relevant business areas include the implementation of the Framework: *Engaging Today, Building Tomorrow. A Framework for Engaging with Aboriginal and Torres Strait Islander Australians* as part of their business planning and report against this. | In-progress.  A paper on the implementation of the Framework is being prepared for consideration by FaHCSIA’s Executive Management Group. | On track. No risks identified. |

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| 2) Most Family Support Program (FSP) providers are required to develop an Indigenous Access Plan, and set an Indigenous Access Improvement Target.  - The Indigenous Access Plan (IAP) documents the agreed actions that mainstream service providers are working towards to improve the accessibility and appropriateness of their services to Indigenous people.  - The Plan also includes an Indigenous Access Improvement Target that commits them to increasing the number of Indigenous families accessing their services. | Families Group.  (Family Support Program Branch). | Annually throughout the life of the RAP.  (July each year). | Implementation of the Indigenous Access Plans by FSP Providers. | In-progress.  196 IAPs were submitted to FaHCSIA in December 2011.  From April 2012, comprehensive feedback was given to FSP providers that included suggested actions that would strengthen and improve the strategies outlined in their draft plans. This constructive feedback enabled plans to be finalised in readiness for full implementation by 1 July 2012.  FSP providers will report on the progress of their documented actions at the end of July each year. Assessment of the progress of these actions is currently underway.  The Australian Institute of Family Studies was commissioned by FaHCSIA in May 2012 to undertake a desktop analysis of *Vulnerable and Disadvantaged Client Access Strategy* documents, in order to collate information on existing good or innovative practice utilised by organisations, including those that support Indigenous families. This report will be made available on the Child Family Community Australia Information Exchange for access by family support services later in the year. | On track. No risks identified. |

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|  |  |  | Training provided to staff to allow them to engage with mainstream service providers around the Department’s expectations of service providers’ accountability towards closing the gap. | Completed Training for 2011-12.  The training consisted of a two day workshop facilitated by an Indigenous consultant.  The workshop included engagement of Indigenous members of local communities and selected mainstream and Indigenous service providers who participated in different aspects of the workshop.  130 Staff from the State and Territory Office Network and Family Support Branch attended the training between July and August 2011.  On completion of the training, participants:  - understood how the IAP and Target requirements support the Closing the Gap agenda;  - built their awareness of the historical legacies that have impacted on Indigenous Australians’ perceptions of barriers to access to mainstream services; and  - were better equipped to confidently engage with service providers around the Department’s expectations under the IAP, taking into account the local context. | Milestone completed. |

# Respect

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| **Respect** | All our staff treat Aboriginal and Torres Strait Islander peoples, cultures and histories with respect, courtesy and sensitivity to ensure that our programs and policies address their real needs and aspirations. | | | | |
| **Focus area: celebrating Aboriginal and Torres Strait Islander culture.** | | | | | |
| **Action** | **Responsibility** | **Timeline** | **Measurable Target** | **Completed / In-Progress** | **Issues / Risks** |
| 3)  To increase cultural awareness of Aboriginal and Torres Strait Islander peoples, FaHCSIA staff are provided with and encouraged to attend targeted  Cultural Appreciation Program (CAP) training and other developmental opportunities.  Broaden the CAP to specifically target the identified needs of staff working within FaHCSIA.   Encourage, train and support our Aboriginal and Torres Strait Islander staff to develop their skills in delivering a high standard CAP training to all our Aboriginal and Torres Strait Islander and non‑Indigenous staff. | Corporate Support Group.   (People Branch).  Applicable to all staff. | Ongoing throughout the life of the RAP.  (June and December each year). | CAP training is mandatory for all staff and is incorporated into the Individual Performance Agreements (known as TAP) template. | In-progress.  23 staff completed CAP training.  The CAP is being refreshed and expanded to meet demand from FaHCSIA staff.  The Department is implementing an e‑learning foundation course in Aboriginal and Torres Strait Islander cultural competence as a prerequisite course. | On track. No risks identified. |
| Offer appropriate training and ongoing support to all FaHCSIA Aboriginal and Torres Strait Islander employees who would like to facilitate the CAP. | In-progress.  Training is being considered for all Aboriginal and Torres Strait Islander staff interested in delivering CAP. Training for staff support facilitators has been postponed due to the CAP Refresh Project. It is anticipated training for support facilitators will recommence in December 2012. | Due date not met. At this stage it will not affect the outcome of the plan. |
|  |  |  | Offer and deliver specifically targeted CAP training to all FaHCSIA staff. | In-progress.  The CAP refresh project includes the development of modules/content specifically targeted to selected staff cohorts. | On track. No risks identified. |
|  |  |  | Register kept of staff attendance. | In-progress.  The Departmental Learning Management System tracks staff attendance at CAP. | On track. No risks identified. |

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| 4) FaHCSIA staff, particularly those responsible for Indigenous outcomes, demonstrate cultural awareness and competency in the development of programs that meet the cultural needs of Aboriginal and Torres Strait Islander peoples. | Corporate Support Group.  (People Branch).  Applicable to all staff. | Ongoing throughout the life of the RAP. | FaHCSIA staff participate in significant events including NAIDOC week activities, National Close the Gap Day (Oxfam), Sorry Day etc. | In-progress.  The Department is actively promoting the engagement of staff in celebrations of cultural significance.  The Department held the following events for Reconciliation Week and Mabo Day:  • A Reconciliation Week event was held on 25 May 2012 with 50 staff in attendance. The event included guests Noel Ingram (ACT 2011 NAIDOC Elder of the Year),  a cleansing smoking ceremony by Ngambri Elder Aunty Matilda House with musical accompaniment by Paul House and a musical performance by local Indigenous singer Monica Harland.  • Mabo Day was marked on 31 May 2012.  30 staff attended the event hosted by FaHCSIA's Secretary, Mr Finn Pratt, and featuring speeches from Gail Mabo, Eddie Mabo's daughter and Samantha Faulkner, Chair of the ACT Torres Strait Corporation.  The event closed with a traditional dance performance from the Zenadh Kes Mari Indigenous Corporation. | On track. No risks identified. |
|  |  | June 2012. | Staff survey amended to seek feedback on the level of knowledge of Aboriginal and Torres Strait Islander culture and participation in training on Indigenous culture. | Not-met.  The Department participated in the Australian Public Service Commission Census and will not be running its own survey this year. However, staff were surveyed on their level of knowledge of Aboriginal and Torres Strait Islander culture and the application of that knowledge, as part of the consultation process related to the recent Review of the Cultural Appreciation Program. Those results have directly influenced the Final Report of the Review, currently being considered by the Department. | Due date not met. At this stage it will not affect the outcome of the plan. |

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|  |  | Annual - June each year. | Line areas responsible for Indigenous outcomes demonstrate the inclusion of specific Aboriginal and Torres Strait Islander outcomes within their Group and Branch business plans, including the CAP in Individual Performance Agreements. | In-progress.  Business Planning at the Group level for  2012-13 is occurring.  CAP will be added into the new TAP system as a mandatory requirement in August 2012. | On track. No risks identified. |
|  |  |  | Monthly seminar series delivered to interested staff by FaHCSIA senior staff on their learning journey and their experiences of working with Aboriginal and Torres Strait Islander staff. | In-progress.  The Department is working towards monthly seminars being delivered. At this stage, seminars are occurring on an ad-hoc basis.  The Mick Gooda seminar ‘Let's Talk Recognition’ was held on 31 May 2012 at Centraplaza. Aboriginal and Torres Strait Islander Social Justice Commissioner, Mick Gooda, answered questions about his experiences on the Expert Panel on Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples. Ngunnawal Elder, Aunty Agnes O'Shea, delivered a Welcome to Country at this event. | Due date not met. At this stage it will not affect the outcome of the plan. |
| 5) In partnership with Reconciliation Australia, the Department is to host an annual Commonwealth Departments RAP forum to collaborate and share ideas to improve overall RAP effectiveness across the Commonwealth Government sector. | Corporate Support Group.  (Ministerial, Parliamentary and Executive Support Branch - MPES). | Annually. | Annual forum held. | In-progress.  The forum date is set for 14 September 2012 at Centraplaza in Woden. | Not due to report. |

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| 6)  (a) At FaHCSIA, we will assist staff and our stakeholders to increase their awareness and acknowledgement of traditional owners.  6) (b) We will continue to promote respecting Aboriginal and Torres Strait Islander people by encouraging staff to promote acknowledgment of the traditional owners of this land. | Corporate Support Group.  (MPES and Communication and Media Branch). | June 2012. | The FaHCSIA PowerPoint template will include an ‘Acknowledgement of Country’ as a mandatory slide. | In-progress.  An intranet page with information on an ‘Acknowledgement of Country’ is available to staff.  CAP delivers a module in regards to ‘Acknowledgement of Country’ and explains its importance to participants. CAP participants are provided with a pocket-sized card outlining the words to deliver an ‘Acknowledgement of Country’ in meetings.  An ‘Acknowledgement of Country’ PowerPoint slide has been developed and will soon be rolled out by Corporate Communications. | On track. No risks identified. |
|  |  | Ongoing throughout the life of the RAP.  (December each year). | Staff encouraged to insert an ‘Acknowledgement of Country' tag-line in their email. | In-progress.  Staff across the Department have commenced adding ‘Acknowledgement of Country’ tag-lines in the bottom of their emails. The tag-lines are not compulsory so it is difficult to capture the accurate number of staff who have included this in their emails.  An all-staff notice will shortly be uploaded onto the Department’s Intranet site to encourage staff to add an ‘Acknowledgement of Country’ tag-line to their signatory block in emails. | On track. No risks identified. |
|  |  |  | Staff are encouraged to open events and significant meetings with an ‘Acknowledgement of Country’. | Completed.  Information outlining how to deliver an ‘Acknowledgement of Country / Welcome to Country’ in events has been uploaded onto FaHCSIA’s intranet site. | Milestone completed. |
| FaHCSIA will open three major events a year with a traditional ‘Welcome to Country’ from a traditional owner, including Reconciliation Week, NAIDOC week and one other. | In-progress.  During 2011-12, FaHCSIA has opened three major events to date. They were:  • Reconciliation Week (June 2012);  • Mabo Day (June 2012); and  • Let's Talk Recognition Seminar (May 2012). | On track. No risks identified. |
| All FaHCSIA offices are provided with plaques acknowledging our traditional owners. | In-progress.  All FaHCSIA offices with the exception of Eastwing and Medibank Health Solutions House have plaques acknowledging the traditional owners. Plaques will be installed in Eastwing and Medibank Health Solutions House in the coming months. | On track. No risks identified. |
|  |  |  | All FaHCSIA offices are provided with Indigenous flags to be displayed in appropriate locations. | Completed.  All FaHCSIA offices have flags displayed with the exception of Eastwing and Medibank Health Solutions House, as the buildings are located in close proximity to Tuggeranong Office Park and Centraplaza respectively. It is not intended to provide dedicated flags for these two tenancies at this time. | Milestone completed. |
| All FaHCSIA owned Indigenous artwork displayed in offices to display appropriate signage and educational information (where this information can be obtained and verified). | In-progress.  Centraplaza and Tuggeranong Office Park have been inspected and, where known, appropriate signage is in place. Across the network this process is still progressing. | On track. No risks identified. |
| 6) (c) Run an expression of interest process to select staff to attend the Garma Festival as a cultural immersion experience and to share with colleagues how this experience will inform their policy/program development work. | Corporate Support Group.   (People Branch).   Applicable to all staff. | December 2013. | Two FaHCSIA staff attend Garma and present to their colleagues on their experience and how they will use that experience to develop professionally. | Not due until 2013. | Not due to report. |
| 7)  Encourage and support our staff to contribute to community development projects by volunteering in Aboriginal and Torres Strait Islander communities or third sector organisations working on Indigenous issues.  Develop a formal partnership with Indigenous Community Volunteers aimed at improving awareness and appreciation of Indigenous culture by staff. | Corporate Support Group.  (People Branch). | Ongoing throughout the life of the RAP. | Widely promote and encourage staff to volunteer in an Indigenous service or community organisation. | Each year at least two FaHCSIA staff at the Executive Level 2 level will participate in the Jawun Program working in Indigenous communities.  The Department is working with Jawun on the participation of FaHCSIA participants undertaking specific cultural education training to prepare them for the community they are entering. | Not due to report. |
|  |  |  | Set a target of staff hours per year across the Department that will be devoted to volunteering in Indigenous communities or organisations. | Not in place. | Not due to report. |
|  |  |  | All staff are given the opportunity to expand their knowledge of Aboriginal and Torres Strait Islander culture through work placements/cultural experiences. | Not due to report. | Not due to report. |

# Opportunities

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| **Opportunities** | Commitment is demonstrated by FaHCSIA to work towards a better future for Aboriginal and Torres Strait Islander peoples, sharing experiences and achieving outcomes. We will continue our proactive recruitment and development of Indigenous staff by reducing barriers to employment, maximising support and providing opportunities for them to advance their careers in FaHCSIA and the Australian Public Service. | | | | |
| **Focus area: Evaluation, evidence, employment innovation and accessibility** | | | | | |
| **Action** | **Responsibility** | **Timeline** | **Measurable Target** | **Completed / In-Progress** | **Issues / Risks** |
| 8)  (a) All FaHCSIA managers effectively implement the *Aboriginal and Torres Strait Islander Workforce Strategy 2010‑12*, recognising that it builds and strengthens relationships between Aboriginal and Torres Strait Islander and non‑Indigenous staff. | Corporate Support Group.   (People Branch).  Applicable to all staff. | June 2012. | Develop and provide all new Aboriginal and Torres Strait Islander staff with a resource kit to formulate a sound understanding of their roles and responsibilities in the Department. | Currently not started.  Scheduled for development in conjunction with the revised induction/on-boarding framework currently being developed for 2012-13. | Due date not met. At this stage it will not affect the outcome of the plan. |
| Develop a guide for managers that provides information in relation to recruitment, support, supervision and succession planning for Aboriginal and Torres Strait Islander staff. | Currently not started.  Scheduled for development in April 2013 as an element of the revised Aboriginal and Torres Strait Islander Workforce Strategy implementation. | Due date not met. At this stage it will not affect the outcome of the plan. |

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|  |  | Ongoing throughout the life of the RAP. | Profile good news stories of Aboriginal and Torres Strait Islander and non‑Indigenous staff advancing reconciliation in the workplace in any of the following,  e.g, StaffNET News (Intranet), ICCnet News (website) and Departmental websites. | In-progress.  Internal communications will be addressed in the Communications Plan being developed in conjunction with the revised Aboriginal and Torres Strait Islander Workforce Strategy due for release in October 2012. | On track. No risks identified. |
|  |  | June and July each year. | Secretary’s Awards are presented during NAIDOC week and Reconciliation Week annually. | In-progress.  Reconciliation Week and NAIDOC Week awards are rolling out as scheduled.  This has occurred for 2012: six awards (one team award) were given at Reconciliation Week and two awards (one team award) were presented during NAIDOC Week. | On track. No risks identified. |
|  |  | December 2013. | Develop a training module for graduates focusing on the work of Indigenous Branches in FaHCSIA. | Currently not started.  Scheduled for development in 2012-13. | Not due to report. |
| 8)  (b) Increase the representation of Aboriginal and Torres Strait Islander people in the Department by offering: - Entry Level Traineeships. - Indigenous Graduate Programs.  - Mainstream recruitment. | Corporate Support Group.   (People Branch).  Applicable to all staff. | June 2012. | Increase in Aboriginal and Torres Strait Islander staff representation during each year of the RAP working towards a target of 11.4 per cent of FaHCSIA staff by 2015. | In-progress.  A significant number of projects are underway or planned, to increase recruitment and retention of Aboriginal and Torres Strait Islander staff, i.e. Career Development Framework and traineeships. | On track. No risks identified. |

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|  |  | December each year of the RAP. | Offer a minimum of 10 entry level trainee placements each year. | Completed.  There are currently 14 Indigenous trainees in the Department.  3 – Corporate Support Group;  1 – Office of Registrar of Indigenous Corporations;  2 – Housing, Homelessness and Money  Management Group;  1 – Indigenous Community and Economic Development Group;  1 – Families Group;  1 – Office of Remote Indigenous Housing;  1 – QLD State Office;  3 – NT State Office; and  1 – Office of Township Leasing. | Milestone completed. |
|  |  |  | Offer a minimum of five Indigenous Graduates each year. | In-progress.  Through the Australian Public Service Commission Pathways program, ten graduates were offered positions in FaHCSIA, however, only one person accepted the offer. Through our own graduate program two Indigenous graduates started in February 2012. | On track. No risks identified. |
|  |  |  | Make offers of employment to a minimum of 10 Aboriginal and Torres Strait Islander people in the Department each year. | In-progress.  The recruitment of Aboriginal and Torres Strait Islander staff is actively monitored by People Branch and reported to the Aboriginal and Torres Strait Islander Workforce Steering Group regularly.  The turnover statistics are provided from the Data and Information Report Team and reported to the Aboriginal and Torres Strait Islander Workforce Strategy Steering Group. | On track. No risks identified. |
| A minimum of 10 positions will be advertised under the Special Measures provisions each year. | In-progress.  The recruitment of Aboriginal and Torres Strait Islander staff is actively monitored by People Branch and reported to the Aboriginal and Torres Strait Islander Workforce Steering Group regularly. | On track. No risks identified. |

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| 8) (c) Support Aboriginal and Torres Strait Islander staff to apply for training and development programs within FaHCSIA and portfolio agencies including:  - Opportunities in FaHCSIA's Organisational Learning Strategy.  - Access to cultural specific training reflected in Individual Performance Agreements. | Corporate Support Group.  (People Branch).  Applicable to all managers.  Applicable to all Aboriginal and Torres Strait Islander staff. | Ongoing throughout the life of the RAP.  (Report progress quarterly each year). | Promote and encourage Aboriginal and Torres Strait Islander staff to continue to undertake professional development opportunities through the Study Assistance Scheme, professional memberships, accessing the Organisational Learning Strategy etc. | In-progress.  The National Indigenous Conference (NIC) is a significant measure looking to improve Aboriginal and Torres Strait Islander staff skills and encourage the uptake of development opportunities across the Department and the Australian Public Service.  130 Aboriginal and Torres Strait Islander staff participated in the NIC in Alice Springs in June 2012.  It focused on building resilience and career development and will assist with retention efforts. Over two-thirds of respondents to the NIC feedback survey (47 out of 72) indicated they would take up career development opportunities as a result of attending the conference. | On track. No risks identified. |
|  |  |  | Up to 50 Aboriginal and Torres Strait Islander staff will be offered mentoring within the Department. | In-progress.  All Aboriginal and Torres Strait Islander staff were offered mentoring, however, approximately 20 enrolled as part of the structured mentoring program under the Career Development Framework. | On track. No risks identified. |
|  |  |  | All positions within the Department to be assessed against the requirement to include Identified Position criteria or Special Measures provisions over the life of this RAP. | In-progress.  The Department is currently undertaking workforce planning development that will support the process of Groups and Branches identifying likely opportunities to apply the Identified Positions and Special Measures policy. | On track. No risks identified. |

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| 9) Provide ongoing support to FaHCSIA staff in the use of initiatives such as the Indigenous Opportunities Policy and Commonwealth Procurement Guidelines exemption for Indigenous business. We will continue to proactively support the increased use of Indigenous business for the provision of goods and services.  We will actively support the Australian Indigenous Minority Supplier Council’s (AIMSC) mission to contribute to the creation of a sustainable, vibrant and prosperous Indigenous enterprise sector in Australia.  We will develop a strategy to actively seek opportunities to do more business with AIMSC certified suppliers and explore ways to make procurement processes using AIMSC certified suppliers more accessible. | Corporate Support Group.  (PEPS Branch).  Applicable to all staff involved in procurement activities. | Ongoing throughout the life of the RAP.  (Report progress quarterly each year). | Widely promote FaHCSIA’s policy outlining the procurement process of engaging Indigenous business providers. | In-progress.  The Indigenous Opportunities Policy is actively promoted across the Department.  Procurement have included links to the Indigenous Business intranet pages providing guidance and information on the Indigenous Opportunity Policy, AIMSC and the Commonwealth Procurement Rules Indigenous Exemptions and their application. | On track. No risks identified. |
| Actively participate in Indigenous business events (including the AIMSC business opportunity fair) and Indigenous supplier development activities. | In-progress.  The Aboriginal and Torres Strait Islander Workforce Strategies section actively disseminates information on relevant seminars and events through distribution lists across the Department as the information comes to hand. | On track. No risks identified. |
|  |  |  | Quarterly reporting to management on FaHCSIA use of Indigenous businesses. | In-progress.  A report on strengthening current government procurement policies to maximise Indigenous employment was tabled at the Executive Management Group (EMG) in August 2012. EMG agreed to promote the use of the procurement initiatives across the Department. | On track. No risks identified. |
|  |  |  | Develop a fact sheet and guidelines to detail how procurement using Indigenous businesses can occur. | In-progress.  In collaboration with the procurement area of the Department, new intranet pages to include information on AIMSC, the Indigenous Opportunity Policy and the Commonwealth Procurement Guidelines exemption have been developed. Procurement has updated their guidelines to include this information.  A fact sheet and guidelines detailing how FaHCSIA staff members can use procurement processes to assist Indigenous businesses is currently in development and is expected to be published on the intranet by late  September 2012. | On track. Not due to report. |
|  |  |  | Profile good news stories about FaHCSIA working with Aboriginal and Torres Strait Islander businesses. | In-progress.  The Department is continuing to raise the profile of the new procurement initiatives through regular good news stories. To date, three articles have been released on FaHCSIA's intranet site.  They include:  - 17 October 2011 - CDEP doing business with an AIMSC registered business;  - 8 December 2011 – Message Stick and its contract with FaHCSIA using the Commonwealth Procurement Guidelines exemption; and  - 13 March 2012 - Find out if the Indigenous Opportunities Policy applies to your procurement. | On track. No risks identified. |

# Tracking and Reporting

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| **Action** | **Responsibility** | **Timeline** | **Measurable Target** | **Completed / In Progress** | **Issues / Risks** |
| Regular monitoring of Action Items and quarterly reporting of progress to Executive Management Group. | Corporate Support Group. | Quarterly. | Progress reports provided to Executive Management Group. | In-Progress. | Meeting milestones. |
| Annual progress report provided to Reconciliation Australia. | Corporate Support Group. | Annual. | Annual progress reports published on Reconciliation Australia and FaHCSIA websites. | In-Progress. | Meeting milestones. |
| RAP Working Group to monitor and discuss progress of Action Items in Plan. | Corporate Support Group. | Biannual. | Working Group to meet as leat twice per year. | In-Progress. | Meeting milestones. |
| RAP refreshed and provided to Reconciliation Australia. | Corporate Support Group. | 2014. | Refreshed RAP published on Reconciliation Australia and FaHCSIA websites. | On FaHCSIA website.  On Reconciliation Australia website April 2012. | Milestone completed. |