Aboriginal Inclusion Tool  
A tool to improve Aboriginal inclusion in AOD services

Working document

January 2017

This working document should be completed in conjunction with the Network of Alcohol and other Drugs Agencies (NADA). *Aboriginal Inclusion Tool: A tool to improve Aboriginal inclusion in AOD services—User guide.* Sydney: NADA, 2017.

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## Reflecting on Why

#### **Why do you want to carry out this review? What is missing in the organisation?**

|  |
| --- |
| Insert brief statement on why you want to carry out this review. |

#### **What is your organisation’s current position/perspectives on Aboriginal inclusive practice?**

|  |
| --- |
| Insert brief description of your organisation’s perspectives on Aboriginal inclusive practice. |

#### **What do you currently do well in relation to Aboriginal inclusive practice?**

|  |
| --- |
| List a few things you believe you already do well in this area. |

#### **What do you hope to achieve by completing this review?**

|  |
| --- |
| Briefly describe what you hope to achieve. |

## Aboriginal Inclusion Review Tool

|  |  |  |
| --- | --- | --- |
| Organisation |  | Service/program name |

|  |  |  |
| --- | --- | --- |
| Staff lead |  | Position title |

|  |  |  |
| --- | --- | --- |
| Review number |  | Date started |

|  |  |  |
| --- | --- | --- |
| Review status |  | Date completed |

|  |
| --- |
| Consultation process: |

|  |
| --- |
| Consultation included: |

### A: Respect

This section includes 26 questions on how your organisation demonstrates respect for Aboriginal people and communities.

| 1. **Respect** | | | |
| --- | --- | --- | --- |
| **Questions and tips** | **Response**  Yes/no/partially met /NA/don’t know | **Evidence/comments**  Include any evidence to support your response | **Recommendations**  Identify actions or improvements recommended, noting resources that may be required |
| 1. Our organisation has developed a formal protocol on Welcome and Acknowledgement of Country and staff are committed to Acknowledging Country at formal events and meetings.   Tips   * Check your policies and procedures and/or Reconciliation Action Plan. * Carry out a staff knowledge check. * Check out the following websites:   + Creative Spirits [http://www.creativespirits.info/Aboriginalculture/spirituality/welcome-to-country-acknowledgement-of-country](http://www.creativespirits.info/aboriginalculture/spirituality/welcome-to-country-acknowledgement-of-country)   + Welcome to and Acknowledgement of Country Guidelines and Protocols (NSW Department of Education, 2005) <https://education.nsw.gov.au/human-resources/media/documents/winanggaay/welcomecountry.pdf>. |  |  |  |
| 1. Our service has Aboriginal posters, pamphlets and relevant service information displayed in the front office.   Tips   * Contact relevant agencies for resources. * Ensure Aboriginal resources are available as well as mainstream resources. * Consider how to make the environment welcoming without overwhelming visitors. |  |  |  |
| 1. Our service has a sign in the foyer/front office acknowledging the traditional custodians of the area.   Tip  Contact your Local Aboriginal Land Council (<http://www.alc.org.au>) to identify local people/nation. |  |  |  |
| 1. Our service has local Aboriginal artwork displayed in the front office.   Tips   * Talk with your manager about whether there is a budget to pay someone to develop artwork in consultation with staff and clients. * Contact your Local Aboriginal Land Council to identify local artists. * Run a competition during NAIDOC week and have Aboriginal children design small canvasses which can be placed on the front office wall and around the service. * Investigate whether Aboriginal service users would like to contribute artworks. |  |  |  |
| 1. Our service has the Koori Mail and/or National Indigenous Times (or other Aboriginal media) available in the front office.   Tip  Subscribe to relevant media outlets to obtain publications. |  |  |  |
| 1. Our service has excerpts from the National Apology displayed in the front office.   Tip  Excerpts from the National Apology can be printed, framed and displayed in the front office. Check out the National Apology online:  <http://www.australia.gov.au/about-australia/our-country/our-people/apology-to-australias-indigenous-peoples>. |  |  |  |
| 1. Our offices display geographic posters/maps which outline the Aboriginal language groups/nations within the particular area.   Tip  Check the Australian Institute of Aboriginal and Torres Strait Islander Studies map of Indigenous Australia <http://aiatsis.gov.au/explore/articles/aboriginal-australia-map>. |  |  |  |
| 1. Our office has appropriate toys/books for children to engage in play.   Tip  Consider allocating some space to fill with appropriate toys and games to occupy children. |  |  |  |
| 1. Our office has enough chairs to accommodate a large family.   Tip  Consider allocating some space for families or investigate other appropriate meeting places. |  |  |  |
| 1. We provide assistance for clients to get to our service where we can.   Tip  Check your local Community Transport Office for more information. |  |  |  |
| 1. Our service can be accessed by people with mobility issues.   Tip  Check the whole of service environment for access points, entry ways, bathrooms, supports for wheel-chair and ambulatory mobility. |  |  |  |
| 1. Our organisation can demonstrate awareness and engagement in Aboriginal events such as NAIDOC, Reconciliation Week, National Sorry Day, Anniversary of The Formal Apology to Stolen Generations, National Closing the Gap Day etc.   Tips  Check out the following websites for more information   * NAIDOC week [www.naidoc.org.au](http://www.naidoc.org.au) * National Reconciliation Week [www.reconciliation.org.au/nrw](http://www.reconciliation.org.au/nrw) * National Sorry Day Committee [www.nsdc.org.au](http://www.nsdc.org.au) * Australia Government Apology <http://www.australia.gov.au/about-australia/our-country/our-people/apology-to-australias-indigenous-peoples> * Creative Spirits [http://www.creativespirits.info/Aboriginalculture/history/Aboriginal-calendar](http://www.creativespirits.info/aboriginalculture/history/aboriginal-calendar). |  |  |  |
| 1. Our service engages cultural performances or in-services by local Aboriginal people.   Tip  Contact your Local Aboriginal Land Council (LALC) or community development officer at your local Council for ideas. |  |  |  |
| 1. Aboriginal service users are informed of their rights and responsibilities when using our services, including any additional expectations that support cultural inclusion practices.   Tip  Are there additional supports for Aboriginal people, do they have a right to work with an Aboriginal staff member or be linked with Aboriginal service providers in the first instance? |  |  |  |
| 1. Aboriginal service users are given the option of connecting with Aboriginal workers where possible and linked with Aboriginal organisations when needed.   Tip  Review current policy on providing clients an option to work with an Aboriginal worker when possible and review referral points and contact lists for Aboriginal services. |  |  |  |
| 1. Aboriginal service users’ perspectives are embedded within our corporate/strategic plans.   Tips   * Determine which plan/s underpin your service delivery and any content relating to Aboriginal peoples within the plan/s. * Compare corporate/strategic plans to similar services and make appropriate recommendations to management around improvements. * Check how Aboriginal service users have been involved in the past. * Refer to the NADA Consumer Page for guidance on consumer participation [http://www.nada.org.au/nada-focus-areas/consumerparticipation](http://www.nada.org.au/nada-focus-areas/consumerparticipation/). |  |  |  |
| 1. Aboriginal staff members’ perspectives are embedded within our corporate/strategic plans.   Tips   * Determine which plan/s underpin your service delivery and any content relating to Aboriginal peoples within the plan/s. * Does your organisation have an effective way of identifying Aboriginal staff members? * Check what processes are in place for staff engagement and contribution in planning. * Ask Aboriginal staff if they feel their perspectives are embedded in your organisation’s corporate strategy. |  |  |  |
| 1. Aboriginal cultural awareness and competency training is readily accessible to staff.   Tips   * Check with management or your HR officer for the latest training opportunities. * Consider if training is actively promoted to staff, embedded into learning and development plans or made compulsory. * Check the NADA website for training opportunities <http://www.nada.org.au>. * Does your service have a log of all professional development activities carried out by staff? What is recorded here? * Check if staff who have significant and/or regular contact with Aboriginal people have a cultural learning strategy. |  |  |  |
| 1. On employment, staff receive material within their induction package that includes information about Aboriginal peoples, key historical events, and cultural values   Tip  Review your staff induction pack. |  |  |  |
| 1. All staff are aware of the name of the nation/s on which their particular offices operate.   Tips   * Check your policies and procedures. * Check the Welcome to Country app [http://www.welcometocountry.mobi](http://www.welcometocountry.mobi/). * Check out the Aboriginal Land Council website [http://www.alc.org.au](http://www.alc.org.au/). * Carry out a staff knowledge check. |  |  |  |
| 1. We can demonstrate that staff know how to appropriately use Aboriginal and Torres Strait Islander flags.   Tips   * Review your staff induction package. * Carry out a staff knowledge check. * Check the following websites: * Australian Institute of Aboriginal and Torres Strait Islander studies <http://aiatsis.gov.au/explore/articles/Aboriginal-flag> * NAIDOC <http://www.naidoc.org.au/indigenous-australian-flags>. |  |  |  |
| 22. Aboriginal staff members have access to culturally appropriate support and advocacy in the workplace  e.g. we have a formal process for supporting and debriefing staff when they are involved in critical incidents relating to Aboriginal service users  Tips   * There may be more people affected by critical incidents due to extended kinship networks—consider what practices are in place to support workers’ wellbeing. * Refer to AH&MRC Social and Emotional Wellbeing Workforce Support Unit and the Aboriginal Drug and Alcohol Network <http://ahmrc.org.au/programs/2016-04-15-00-29-33/wsu-workforce-support-unit.html>. * Refer to the Australian Indigenous Health Info Net Yarning Space <http://www.yarning.org.au/groups>. * Check the following websites/resources:   + Getting it Right: Employing Indigenous Australians: A guide for employers <http://www.wpcgroup.org.au/images/stories/pdf/employingindigenousaustraliansguide.pdf> (2003, GROW Sydney ACC).   + Juvenile Justice Aboriginal and Torres Strait Islander Recruitment and Retention Strategy 2011–2015 <http://www.juvenile.justice.nsw.gov.au/Documents/ATSI%20Recruitment%20and%20Retention%20Strategy.pdf> (JJ NSW). |  |  |  |
| 1. All staff (administration, frontline, management and volunteers) are aware of the needs and cultural differences in relation to Aboriginal employees.   Tips   * Review policy and procedure for cultural protocols and supports in place. * Check out the following resource: Targeted recruitment of Aboriginal and Torres Strait Islander people: A guide for employers <https://www.reconciliation.org.au/wp-content/uploads/2016/03/WEB_Targeted_recruitment_ATSI_people_guideline-FINAL.pdf> (Australian Human Rights Commission, 2015). |  |  |  |
| 1. We have a complaints procedure that is culturally appropriate for situation(s) where Aboriginal people are involved.   Tips  Complaints handling in traditional communities will have been handled differently to the Western way used in most service settings. Consider if extra support is provided to reduce any perceived power dynamic imbalance—this may include involvement of a mentor or buddy.  Check the following websites:   * Indigenous Governance toolkit <http://toolkit.aigi.com.au/toolkit/8-1-disputes-about-governance> * Aboriginal Health Council of South Australia Complaints Procedure <http://ahcsa.org.au/content/uploads/2014/11/ahcsa_complaints_procedure.pdf> (2013). |  |  |  |
| 1. We have a service toolkit to support aspects of inclusive practices involving Aboriginal service users.   Tips   * The toolkit could include information relevant to particular tools, resources, engagement strategies and practices that can be used when working with Aboriginal people. * Refer to the Making Two Worlds Work project [http://www.whealth.com.au/mtww](http://www.whealth.com.au/mtww/). * Research good practice guides, practice checklists, principles of good practice, best practice frameworks etc. in relation to developing and implementing toolkits. |  |  |  |
| 1. Our service has an ongoing commitment to reconciliation and is engaged in Reconciliation Action Planning.   Tips   * Check with your Reconciliation Action Plan Committee/Working Party. * Visit the Reconciliation Australia website [www.reconciliation.org.au/raphub/about](http://www.reconciliation.org.au/raphub/about/). |  |  |  |

**Scoring: Yes (2), Partially met (1), No (0), Don’t know (0), Not applicable (-2 from overall possible score)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Total no. questions | Possible score | Your score | Not applicable | Your score/ total possible score |
| A: Respect | **26** | **52** |  |  | / |

*🖉Note: A low number of yes, or partially met responses does not necessarily mean your organisation is preforming badly in this area. Scoring should be considered in the context of the organisation and its resources. It should be used as a guide to help you identify what domain/s you may wish to prioritise and should be used as a benchmark for the regular review process over a number of years.*

*Remember: Resources are limited and it may take time to see change so it’s important to celebrate what you are doing so far! And think about which small changes can make big impacts!*

### **B: Relationships**

This section includes 24 questions exploring positive relationships development and maintenance with Aboriginal people, services and communities.

| 1. **RELATIONSHIPS** | | | |
| --- | --- | --- | --- |
| **Question and tips** | **Response**  Yes/no/partially met /NA/don’t know | **Evidence/comments**  Include any evidence to support the response | **Recommendation**  Identify actions or improvements recommended, noting resources that may be required |
| 1. We host activities and/or support attendance for staff and clients at Aboriginal specific events within the (local or AOD sector) community.   Tips   * The organisation hosts or has a presence at events such as NAIDOC week, Reconciliation week, ADAN forums or Sorry Day events. * Consider if a budget is allocated to this. * Does the organisation celebrate significant cultural dates? Are leave provisions considered? |  |  |  |
| 1. We provide a forum for sharing ideas, and creating and/or improving links with Aboriginal communities.   Tips   * Staff regularly attending interagency meetings. * Is there an organisational presence at Aboriginal events? * Does the service provide in-services for Aboriginal organisations? * Does the service invite Aboriginal Elders or community workers to information days? |  |  |  |
| 1. We have formal and informal partnerships with Aboriginal and Torres Strait Islander organisations and groups.   Tips   * Contact your community development officer at your local council for an Aboriginal Service Directory for your area. * Contact your Local Aboriginal Land Council (LALC) for appropriate contacts and/or interagency meetings. * Refer to the AH&MRC, ADAN and NARHDAN networks. |  |  |  |
| 1. We regularly have input from Aboriginal stakeholders, staff and clients in organisational planning.   Tip  Review past planning meeting documents to find out past/current level of involvement. |  |  |  |
| 1. We have strategies in place to draw on local Aboriginal knowledge in providing a culturally safe service environment.   Tip  Link with the Local Aboriginal Land Council, Aboriginal Medical Service, Aboriginal Elders and Aboriginal Interagency groups to determine culturally safe work practices and environments. |  |  |  |
| 1. We are actively creating pathways for consultation and engagement with local Aboriginal Elders.   Tip  Contact your Local Aboriginal Land Council (LALC) for a list of Elders in the community. |  |  |  |
| 1. We are actively creating pathways for consultation and engagement with specific Aboriginal population groups where relevant (e.g. young people or women). |  |  |  |
| 1. We are actively creating pathways for consultation and engagement with Aboriginal service users.   Tips   * Consider if consumer groups have identified Aboriginal representation. * Consider who is responsible for engaging Aboriginal service users in consultations. * Check if your consumer engagement strategies include any specific considerations for engaging Aboriginal people. |  |  |  |
| 1. We have a list of the positions or staff in our organisation who have regular contact with Aboriginal people and/or service users.   Tips   * Consider what cultural learning strategies are in place for these people. * Consider what positions would benefit from being Aboriginal identified positions and how these are advertised. |  |  |  |
| 1. We collect and distribute details of Traditional Custodianship in all areas where we have major places of work and/or service delivery.   Tips   * Check the Welcome to Country app for information <http://www.welcometocountry.mob>. * Contact the Local Aboriginal Land Council for more details around traditional custodianship etc. * Contact the Aboriginal Land Council (NSW) for more information <http://www.alc.org.au>. * Review staff induction packs. |  |  |  |
| 1. Our organisation requires service providers to identify their commitment to the inclusion of Aboriginal people when we are acquiring external goods or services.   Tips   * Talk to your admin or business team to find out what suppliers you use. * Check out the Supply Nation website [www.supplynation.org.au](http://www.supplynation.org.au). * Consider if your organisation’s procurement protocols provide opportunities for Aboriginal suppliers to be considered. |  |  |  |
| 1. Aboriginal communities are identified in communication plans for mainstream programs and services (e.g. creation of Aboriginal specific communication products, or by targeting the distribution of communication products to Aboriginal community).   Tip  Review your organisation’s communication plan and recent publications or talk to your communications officer. |  |  |  |
| 1. We are able to access national and state Aboriginal media outlets to obtain relevant information about Aboriginal people when required.   Tips Check the following websites:   * National Indigenous Times <http://nit.com.au> * Central Australian Aboriginal Media Association <http://caama.com.au> * NITV <http://www.sbs.com.au/nitv> (SBS) * Deadly Vibe <http://www.deadlyvibe.com.au> * Koori Mail <http://koorimail.com>. |  |  |  |
| 1. We have staff designated to collect information on the way we include Aboriginal people in our service.   Tip  Speak with your QI leader or data management staff to find this out. |  |  |  |
| 1. Our data collection assists us in determining how many Aboriginal people use/are referred to our service.   Tips   * Check demographics; consider if the demographics recorded reflect staff observations of the client group? * Are questions being asked routinely and appropriately? * Check waiting lists and referrals from other services. |  |  |  |
| 1. We actively collect demographic and socio-economic information about Aboriginal people in our service areas which we use for planning and evaluation.   Tips   * Contact your Local Aboriginal Land Council (LALC), community development officer at your local council, or local Aboriginal interagency network for local information. * Conduct some internet research around statistics regarding the local Aboriginal people in your service areas. * Check out the Just Reinvest calculator [www.justreinvest.org.au/jr-calculator](http://www.justreinvest.org.au/jr-calculator/) |  |  |  |
| 1. We can demonstrate validated evidence-based approaches are used when working with Aboriginal people (e.g. strength based approaches, trauma informed, family inclusive, culturally safe, and/or narrative approaches).   Tips  Review resources including   * Handbook for Aboriginal Alcohol and Drug Work (Lee et al, 2012) <http://sydney.edu.au/medicine/addiction/indigenous/resources/> * Learning from each other: Working with Aboriginal and TSI Young People (Dovetail, 2014) <http://www.dovetail.org.au/media/98715/guide%2004%20learning%20from%20each%20other.pdf> * Australian Indigenous AOD Knowledge Centre [http://www.aodknowledgecentre.net.au](http://www.aodknowledgecentre.net.au/). |  |  |  |
| 1. We can demonstrate use of evidence based assessment and outcome measurement tools that have been validated for working with Aboriginal people.   Tip  The NADAbase client outcome measures have been validated for use in Aboriginal communities. In addition you could consider using tools such as the IRIS or GEM. |  |  |  |
| 1. We use resources that have been developed or adapted for, with and/or by Aboriginal people in therapeutic work with Aboriginal people.   Tip  The Australian Indigenous AOD Knowledge Centre ([http://www.aodknowledgecentre.net.au](http://www.aodknowledgecentre.net.au/)) hosts a range of useful resources you can use e.g.:   * The Aboriginal Cycle of Behaviour Change <http://health.nt.gov.au/library/scripts/objectifyMedia.aspx?file=pdf/63/67.pdf&siteID=1&str_title=The%20Cycle%20of%20Behaviour%20change.pdf> (2008, NT Dept. Health) is used to depict the stages of change, Behaviour Change Model * Yarning About Alcohol and Pregnancy tool <http://remoteaod.com.au/sites/default/files/images/Yarning%20about%20Alcohol%20%26%20Pregnancy%202015.pdf> (2015, NT Government). |  |  |  |
| 1. Service inclusion of Aboriginal people is a standing agenda item at board and senior staff meetings.   Tip  Check if this is a standing agenda item on board and senior staff meetings. |  |  |  |
| 1. Managers/leaders are provided with the time and resources to attend training, and other relevant opportunities, to learn about strategies to include Aboriginal people in the organisation.   Tips   * Review HR policy regarding mandatory training and check the staff professional development/training records. * Allocate time to this review and the follow up of recommendations. |  |  |  |
| 1. Senior management are committed to active participation in programs aimed at engaging Aboriginal people within the organisation.   Tip  Are management leading activities? Are they ensuring there is sufficient time, staff and/or funds are allocated for activities? |  |  |  |
| 1. The outcomes of service inclusion of Aboriginal people are routinely recorded in our Annual Reports and/or Strategic Directions documents.   Tip  Review your last two annual and performance reports. |  |  |  |
| 1. We are undertaking direct action to improve the provision of our services to Aboriginal service users and staff.   Tips   * Do you monitor outcome and retention rates and look for, and act on, improvements needed? * Have you implemented Aboriginal specific activities or resources as part of your programs? * Are you actively engaging with Aboriginal people? |  |  |  |

**Scoring: Yes (2), Partially met (1), No (0), Don’t know (0), Not applicable (-2 from overall possible score)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Total no. questions | Possible score | Your score | Not applicable | Your score/your total possible score |
| B: Relationships | **24** | **48** |  |  | / |

*Note: A low number of yes, or partially met responses does not necessarily mean your organisation is preforming badly in this area. Scoring should be considered in the context of the organisation and its resources. It should be used as a guide to help you identify what domain/s you may wish to prioritise and should be used as a benchmark for the regular review process over a number of years.*

*Tip!* Consider the strengths you can see so far in this review, what work can you celebrate and how can you share your ideas—those around what is working so far and those around how you think you can show real change!

### **C. Opportunities**

This section includes ten question on how your organisation creates opportunities for Aboriginal people.

| 1. **OPPORTUNITIES** | | | |
| --- | --- | --- | --- |
| **Question and tips** | **Response**  Yes/no/partially met /NA/don’t know | **Evidence/comments**  Include any evidence to support the response | **Recommendation**  Identify actions or improvements recommended, noting resources that may be required |
| 1. We know how many of our staff identify as Aboriginal.   Tips   * Check with HR to see if this is recorded and to see if it reflects what staff say. * Check if there effective mechanisms in place for staff to identify as Aboriginal. |  |  |  |
| 1. Our planning, business and other corporate documents reflect that we have given thought to fair and equitable career pathway support for Aboriginal staff members.   Tips   * Review your HR policy and procedure. * Consult with Aboriginal staff to get input on effectiveness of current policy/practice. * Check if staff have engaged in the Reconciliation Australia Workplace Ready Program. To find out more see: <http://www.reconciliation.org.au/workplace/about/#The-Workplace-Ready-Program>. |  |  |  |
| 1. We know how many of our job applicants are/were Aboriginal.   Tips   * Check with HR to see if this is recorded. * Does the record identify which jobs have seen more Aboriginal applicants? * Is this record used to review/improve the way jobs are advertised? |  |  |  |
| 1. We have a strategy in place to address and reduce any employment barriers identified for Aboriginal applicants.   Tips   * Link with Aboriginal workers employed within Job Networks. * Link with the local Aboriginal Employment Strategy group ([www.aes.org.au](http://www.aes.org.au)) in your area. * Research information regarding barriers e.g. [https://www.creativespirits.info/Aboriginalculture/economy/Aboriginal-employment-jobs-careers](https://www.creativespirits.info/aboriginalculture/economy/aboriginal-employment-jobs-careers). * Check with your HR officer what the recruitment and retention of Aboriginal staff is like in your organisation. |  |  |  |
| 1. We have committed to culturally appropriate supervision, support and mentoring for Aboriginal staff within our service.   Tips   * Check if systems are in place to permit Aboriginal workers to identify their own Aboriginal supervisor/mentor in the community (this may be in addition to clinical supervision). * Refer to the AH&MRC Social and Emotional Wellbeing Workforce Support Unit <http://ahmrc.org.au/programs/2016-04-15-00-29-33/wsu-workforce-support-unit.html>. * Refer to the AH&MRC Aboriginal Drug and Alcohol Network. |  |  |  |
| 1. We have committed to providing on-the-job training or career development for Aboriginal staff.   Tips   * Review your HR policy. * Review your Reconciliation Action Plan. |  |  |  |
| 1. We advertise vacancies in Aboriginal media.   Tip  For instance in the:   * National Indigenous Times [www.nit.com.au](http://www.nit.com.au) * Koori Mail [www.koorimail.com](http://www.koorimail.com). |  |  |  |
| 1. Our service actively recruits to attract Aboriginal applicants for employment.   Tips   * Check if applicant information clearly states Aboriginal people are encouraged to apply and/or if positions are Aboriginal identified positions. * Link with Aboriginal workers employed within Job Networks. * Link with the local Aboriginal Employment Strategy group in your area. See <http://www.aes.org.au>. * Advertise in Aboriginal media and through Aboriginal networks. |  |  |  |
| 1. Our employment policies, agreements and contracts reflect access to flexible and culturally appropriate work practices for Aboriginal employees.   Tip  Review the below resources:   * Getting It Right Employing Indigenous Australians: A guide for employers <http://www.wpcgroup.org.au/images/stories/pdf/employingindigenousaustraliansguide.pdf> (NSW DEEWR, 2003) * Australian Government information for employers <http://www.australia.gov.au/information-and-services/business-and-industry/abn-acn-business-management/employer-information> * Guide to Working with Indigenous Australian Staff <https://www.csu.edu.au/__data/assets/pdf_file/0006/851415/Working-with-Indigenous-Australian-Staff.pdf> (Charles Sturt University, date unknown). |  |  |  |
| 1. We have processes in place for identifying and engaging Aboriginal service providers.   Tips   * Talk to your administration or business team to find out what suppliers you use and what processes are in place to engage them. * Check out the Supply Nation website [www.supplynation.org.au](http://www.supplynation.org.au). * Consider if your organisation’s procurement protocols provide opportunities for Aboriginal suppliers to be considered or prioritised. |  |  |  |

**Scoring: Yes (2), Partially met (1), No (0), Don’t know (0), Not applicable (-2 from overall possible score)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Total no. questions | Possible score | Your score | Not applicable | Your score/your total possible score |
| C: Opportunities | **10** | **20** |  |  | / |

*Note: A low number of yes, or partially met responses does not necessarily mean your organisation is preforming badly in this area. Scoring should be considered in the context of the organisation and its resources. It should be used as a guide to help you identify what domain/s you may wish to prioritise and should be used as a benchmark for the regular review process over a number of years.*

Note: Now the review is complete, it’s time for the fun part to begin, time to start thinking creatively and starting to plan what’s possible!

## Ouctomes and Reccomendations Report

### Scoring

#### Scoring on last review (if applicable)

|  |
| --- |
| Last review completion date: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Total no. questions | Possible score | Your score | Not applicable | Your score/total possible score |
| A: Respect | **26** | **52** |  |  | / |
| B: Relationships | **24** | **48** |  |  | / |
| C: Opportunities | **10** | **20** |  |  | / |
| Total | **60** | **120** |  |  | / |

#### Current review scoring

|  |
| --- |
| Completion date: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Total no. questions | Possible score | Your score | Not applicable | Your score/total possible score |
| A: Respect | **26** | **52** |  |  | / |
| B: Relationships | **24** | **48** |  |  | / |
| C: Opportunities | **10** | **20** |  |  | / |
| Total | **60** | **120** |  |  | / |

### Recommendations report

#### Recommendations from last review (if applicable)

|  |
| --- |
| Insert brief overview of recommendations/priority areas from the last review. |

#### What we are doing well

|  |
| --- |
| List some of the things you are doing well. |

**Achievements to date (if applicable)**

|  |
| --- |
| Insert brief overview of achievements to date since the last review. |

**Reflections**

|  |
| --- |
| Insert brief reflection of changes expected and achieved since the last review. |

**Recommendations** **for current review**

|  |
| --- |
| Insert brief overview of recommendations/priority areas from the next twelve months. |

**Review schedule**

|  |
| --- |
| Detailed recommendation report to be completed by: |

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| Action plans to be developed by: |

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| Next review scheduled for: |

## Action plan template

| **Action plan priority:** | | | | | | |
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| **Timeframe:** | | | **Review date:** | | | |
| **Actions** | Deadline | Resources | | Lead | Support | Status |
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