

Wirnalung Ganai­ Aboriginal

Inclusion Plan

2015-17

**Published by the Department of**

**Education and Training**

Melbourne

April 2015

©State of Victoria (Department of

Education and Training) 2015

The copyright in this document is owned by the State of Victoria (Department of Education and Training), or in the case of some materials, by third parties (third party materials). No part may be reproduced by any process except in accordance with the provisions of the Copyright Act 1968, the National Education Access Licence for Schools (NEALS) (see below) or with permission.

An educational institution situated in Australia which is not conducted for profit, or a body responsible for administering such an

institution may copy and communicate the materials, other than third party materials, for the educational purposes of the institution.

Authorised by the Department of Education

and Training, 2 Treasury Place, East Melbourne, Victoria, 3002.

ISBN 978-0-7594-0798-5

Contents

[Wirnalung Ganai­ Aboriginal 1](#_Toc436646393)

[Inclusion Plan 1](#_Toc436646394)

[Secretary’s foreword 5](#_Toc436646395)

[Acknowledgements 6](#_Toc436646396)

[Executive summary 7](#_Toc436646397)

[At a glance 8](#_Toc436646398)

[Vision 8](#_Toc436646399)

[Department of Education and Training 9](#_Toc436646400)

[Our mission 9](#_Toc436646401)

[Background 10](#_Toc436646402)

[Introduction 11](#_Toc436646403)

[Scope 12](#_Toc436646404)

[Current employment statistics 12](#_Toc436646405)

[Aboriginal employees in DET 12](#_Toc436646406)

[What inclusion will mean 12](#_Toc436646407)

[Actions to develop systemic inclusion with greater emphasis on data improvement 13](#_Toc436646408)

[Actions to develop a workforce that supports employment and economic participation 13](#_Toc436646409)

[Actions to develop community engagement 13](#_Toc436646410)

[Next steps 13](#_Toc436646411)

[Reporting 14](#_Toc436646412)

[Monitoring and review 14](#_Toc436646413)

[Governance responsibilities 15](#_Toc436646414)

[Implementation 15](#_Toc436646415)

[Wirnalung Ganai – governance and consultation structure 15](#_Toc436646416)

[Significant dates to remember 17](#_Toc436646417)

[Key Action Area 1: Systemic inclusion 18](#_Toc436646418)

[Key Action Area 2: Data improvement 20](#_Toc436646419)

[Key Action Area 3: Employment and economic participation 21](#_Toc436646420)

[Key Action Area 4: Community engagement 26](#_Toc436646421)

3

# Secretary’s foreword

I am proud to present Wirnalung Ganai, the Department of Education and Training’s (DET) Aboriginal Inclusion Plan. Wirnalung Ganai aims to catalyse positive change in the culture and employment profile of the Department, leading to improved opportunities for Aboriginal people, in particular:

• The Department is an employer of choice for

Aboriginal people.

• The Department supports Aboriginal people to develop and progress into managerial and senior leadership positions.

• The Department provides a safe and welcoming environment for Aboriginal people to work in and interact with colleagues and the community.

The Education State is about more than just traditional education. It includes skills and learning, health and wellbeing, citizenship and social inclusion, creativity and innovation,

jobs and prosperity. It’s about maximising the potential of all Victorians, regardless of their background or where they live. This focus will ensure Victoria remains one of the world’s most successful and liveable places in the decades ahead.

The provision of high-quality education, training, development, wellbeing and child health services (i.e. our learning and development services) is fundamental in building a society that has strong economic growth, productivity and employment, better health outcomes and greater social cohesiveness. The goals we set, the changes we implement, the systems we support and the services we offer all must lead to improved learning and development outcomes.

The Department acknowledges and respects Aboriginal culture, its values and practices, and is committed to take actions to provide better support to Aboriginal people employed by the Department. These actions will develop a more inclusive culture through leadership, workforce practices and communication. These actions contribute to the outcomes identified in the Victorian Aboriginal Affairs Framework.

The Department’s refreshed Wirnalung Ganai — Aboriginal Inclusion Plan 2015–17 has a greater emphasis on fostering transparency and accountability for realising the vision of the Victorian Aboriginal Inclusion Framework and is focused on four key action areas:

• Systemic inclusion — ensuring that inclusion is at the core of every level of the Department, its structure and plans to embed inclusion in our everyday practices.

• Data improvement — improving the quality of collection and analysis of Koorie related data, to assist with

enhancing the access to participate in and the effectiveness of services to the Koorie community.

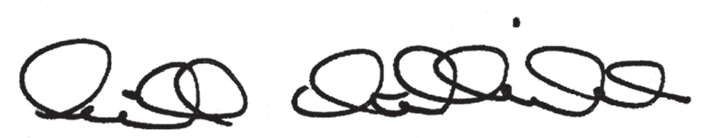
• Employment and economic participation — developing strategies and approaches to support the attraction, development and retention of Koorie staff, the promotion of DET as an employer of choice, and shift

to actively prioritising Aboriginal services through all purchasing process.

• Community engagement — foster stronger, more transparent relationships with Aboriginal community through timely and appropriate communication channels.

I am confident that Wirnalung Ganai — Aboriginal Inclusion Plan

2015–17 will solidify accountability and shared responsibility for inclusion of Aboriginal and/or Torres Strait Islander people with the Department of Education and Training.



Gill Callister

Secretary

# Acknowledgements

**About the name: Wirnalung Ganai – ‘Our People’**

Language Group: Gunai–Kurnai

**About the artist**

Brent Watkins is a proud Ganai (Vic) and Yamaji (WA) man. Brent plays the Didjeridoo, paints and participates in cultural

dance. Brent has provided art for the North Metropolitan RAJAC and designed the mural for the Robinsons Reserve Neighbourhood House in Coburg.

Highlights so far:

* Dancing / meeting the ex-Vice President of America Al Gore
* Playing Didjeridoo – World Peace event
* Performing cultural dance — Dreamtime at the G and Moomba Parade

**Artwork meaning**

The middle: Spirit of elder — cultural teacher/mentor to young people — supporting cultural connectedness and identity

The outside: Children and young people pursuing their dreams and becoming strong leaders

White ochre: Represents — spirit and land — white is throughout the painting as spirit is everywhere

White Circles: Represents – people and communities coming together

Circles: Joining circles represent people and communities coming together

White curvy Joining each other represents no thinking lines: in a straight line, not giving kids false

hopes-and having high aspirations for them and with them

**Acknowledgement of Traditional Owners**

The Department of Education and Training acknowledges and pays respect to Elders and all Victorian Aboriginal communities.

In the spirit of reconciliation we honour and respect the custodians past and present and we are grateful for the opportunity to join with them in continuing to nurture this land.

**Explanation of the use of terms**

This document uses the term Aboriginal, except where an existing document or name (e.g. of an organisation or position) has been included that uses other terms.

These other terms include Koorie, Indigenous, and Aboriginal and Torres Strait Islanders.

References to existing uses of these alternative terms in other documents or by other organisations have not been changed.

# Executive summary

Wirnalung Ganai — Aboriginal Inclusion Plan 2015–17 has been developed in accordance with the Victorian Government Aboriginal Affairs Framework 2013–2018 (Building for the future: a plan for ‘Closing the Gap’ in Victoria by 2031)

In March 2011 the Premier committed the Victorian Government to the Council of Australian Governments (COAG) National Indigenous Reform Agreement (Closing the Gap on Indigenous disadvantage) bipartisan agreement that aims to close the

gap in key health, social and economic outcomes between

Aboriginal and non-Aboriginal Australians.

In November 2012, the Victorian Government released its overarching Aboriginal policy framework, the Victorian Aboriginal Affairs Framework 2013–18 (VAAF). The VAAF aligns with Commonwealth Government commitments and has the primary goal of improving whole-of-life outcomes for Aboriginal Victorians through priority government action.

The relationship between these strategic documents is outlined below

|  |  |  |
| --- | --- | --- |
| Commonwealth Government  COAG  National Indigenous Reform Agreement Closing the Gap on Indigenous Disadvantage | | |
| State Government  Victorian Aboriginal Affairs Framework | | |
| Victorian Aboriginal  Inclusion Framework | Kareeta Yirramboi: the Victorian Aboriginal Public Sector Employment and Career Development Action Plan | Victorian Aboriginal  Economic Strategy |
| State Department  DET Aboriginal Inclusion Plan | | |

The Department of Education and Training Aboriginal Inclusion Plan (AIC), alongside other departmental Aboriginal inclusion plans, commits to undertaking actions to develop its leadership, workforce, practice and communication to support a more inclusive culture and provide better support to Aboriginal people employed by the Department. These actions contribute towards the outcomes identified in the Victorian Aboriginal Affairs Framework.

The DET Aboriginal Inclusion Plan has been developed in alignment with broader state level strategies, including, the Victorian Economic Strategy 2013–20, the Victorian Aboriginal Inclusion Framework and the Kareeta Yirramboi-Aboriginal Public Sector Employment and Career Development Action Plan 2010–15.

# At a glance

# Vision

Developing deeper relationships with the Victorian Aboriginal Community; one where children, young people and families’ needs are met more fully and interactions are efficient.

Key action areas

**1. Systemic inclusion**

**2. Data improvement**

**3. Employment and economic participation**

**4. Community engagement**

• Ensure that inclusion is the core of every level of the Department

**Key outcomes**

• Develop cultural inclusion principles that will align with the Department’s values

• Improve the quality of collection and analysis of Aboriginal related data

• Assist with enhancing access, participation and the effectiveness of services to the Victorian Aboriginal community

• Partner with Aboriginal people to create opportunities for employment and support local economic participation of Aboriginal businesses

• Foster stronger, more transparent relationships with Aboriginal community through timely and appropriate communication

• Embed action in organisational structures such as

• *Business Plans*

• *Regional Plans*

• *Key Performance indicators in Staff Performance Development Plans (PDPs)*

**Priority actions**

• Develop and implement strategies that have achieved the attraction, recruitment and retainment of Aboriginal and/or Torres Strait Islander people

• Actively build a reputation as an

‘employer of choice’

• Create mechanisms and support structures

that champion

Aboriginal inclusion

• Utilise staff surveys to garner perceptions of cultural safety and inclusion to inform decision making

• Engage a broad range of Aboriginal people in developing, implementing, monitoring and evaluating plans and programs

• Create culturally safe and respectful environments and provide services in a way

that demonstrates cultural understanding and ensures Aboriginal people feel respected and welcome

• Purchases goods and services from Aboriginal businesses

• Create culturally safe and respectful environments

• Provide services in a way that demonstrates cultural understanding

• Ensure that Aboriginal people feel respected and welcome

• Ensure that partnerships with Aboriginal and Torres Strait communities

• *Are sustainable*

• *Clarify commitments and resource allocation when developing initiatives*

Victorian Government Aboriginal Affairs Framework 2013–2018

Kareeta Yirramboi — Aboriginal Public Sector Employment and Career Development Action Plan

2010–15

# Department of Education and Training

## Our mission

The Department of Education and Training exists to support Victorians to build prosperous, socially engaged, happy and healthy lives. We do this by supporting lifelong learning, through strengthening families and helping people to gain the skills and knowledge they need to thrive and participate in a complex and challenging economy and society.

The provision of high-quality education, training, development, wellbeing and child health services (i.e. our learning and development services) is fundamental to building a society that has strong economic growth, productivity and employment, better health outcomes and greater social cohesiveness. The goals we set, the changes we implement, the systems we support, and the services we offer all must lead to improved learning and development outcomes.

|  |  |
| --- | --- |
| DET Strategic Plan | |
| Strengthening leadership and professional practice across all services | Simplifying and joining up our work, managing change well and using resources wisely |
| People Strategy | |
| Empowering our people to be the best Building great leaders and managers at every level across the organisation | Building great leaders and managers at every level across the organisation |
| Aboriginal Inclusion Plan | |
| Acknowledgment and respect of Aboriginal culture, values and practices is at the heart of successful engagement with Aboriginal people | A tool that can frame the review and reform of current practices in relation to how DET executes business with and delivers services to Aboriginal people, families and communities, and strives to overcome systemic exclusion |

# Background

Wirnalung Ganai was originally launched in 2012, following extensive consultation. Over the past two years the Department has made some progress against the actions contained within the Wirnalung Ganai — Aboriginal Inclusion Plan 2015—17, particularly at the local level where much positive work has

been delivered. From these solid foundations the Department is committed to accelerate progress and drive the delivery of positive change at a more systemic level.

**We know we must do more**

The purpose of Wirnalung Ganai is to catalyse positive change in the culture and employment profile of the Department, leading to improved opportunities for Aboriginal people within the Department. In particular:

• The Department is an employer of choice for

Aboriginal people

• The Department supports Aboriginal people to develop and progress into senior leadership positions

• The Department provides a safe and welcoming environment for Aboriginal people to work in as well as, interacting with colleagues and the broader community.

The refreshed Aboriginal Inclusion Plan has a greater emphasis on fostering transparency and accountability for realising this vision. The plan is focused on four Key Action Areas:

1. Systemic inclusion

2. Data improvement

3. Employment and economic participation

4. Community engagement.

These actions outline the commitment the Department

will make to develop its leadership, workforce, practice and communication to support a more inclusive culture and provide better support to Aboriginal people employed by the Department.

Implementation of this action plan will commence in 2015. Progress will be reported quarterly to the Executive Board through the People and Culture Standing Committee. This will be a rolling two year plan, with annual updating of the specific actions to be pursued. Actions for the broader workforce will be included in the 2016 revision.

This plan signals the directions to build an inclusive system of early childhood services, schools and vocational and higher education. The input of our partners both internally and in the Aboriginal community will be particularly important as we further build on this plan. We will work collaboratively with our internal and external partners to develop the detailed actions through which the Department can support improved outcomes for our Aboriginal children and families.

# Introduction

In 2012, the Department released the Aboriginal Inclusion Plan

2012–14. The plan was developed in the context of significant policy reform, including:

• COAG’s National Indigenous Reform Agreement

• Victorian Government’s Victorian Indigenous Affairs

Framework

• Karreeta Yirramboi, Victorian Government’s Aboriginal public sector employment action plan

• Dardee Boorai, Victorian Charter of Safety and Wellbeing for Aboriginal Children and Young People

The 2012–14 Plan was developed under the Victorian Government’s Victorian Aboriginal Inclusion Framework, a whole-of-government commitment to make Victorian services

more inclusive of Aboriginal children, families and communities. The framework was developed following extensive consultation with Aboriginal communities. It outlines how redefining the approach taken by government departments and agencies

to engage, relate to and deliver services to the Aboriginal community contributes to better outcomes. It also seeks to strengthen the inclusion of Aboriginal people in the workplace. The development of the 2012–14 plan included significant consultation with Aboriginal and non-Aboriginal staff across the Department.

Over the past two years, the Department has made some progress towards the goals included in the plan, particularly at the local level where much positive work has been delivered. From these solid foundations the Department is committed to accelerate progress and drive the delivery of positive change at a more systemic level.

For example, one of the stated goals in the original plan was that “over the next three years there will be active recruitment and support for Aboriginal people into management and leadership positions across the Department”. While there has been an encouraging increase in the number of employees who self-identify on the EduPay system as Aboriginal in the Department (43 per cent increase), this has not yet been replicated at the senior leadership level.

The **Wirnalung Ganai — Aboriginal Inclusion Plan 2015–17** represents a refreshment of the original plan with a greater emphasis on fostering transparency and accountability for delivering on these important goals. This will be achieved through a combination of clearer accountability lines for delivering results, visible sponsorship from senior leadership exercised through the People and Culture Standing Committee and the institution of monitoring and reporting mechanisms that provide a clear indication of progress against targets. Furthermore, dedicated resources have been secured

to develop, implement and evaluate strategic

Department-wide initiatives to support the delivery of the goals included in this plan.

# Scope

The Wirnalung Ganai — Aboriginal Inclusion Plan 2015–17, is internally focused and sets out the actions the Department will take over the next two years to provide better support to Aboriginal people working within the Department and ensure inclusive practice is understood and embedded into business- as-usual. In its first iteration, it has an immediate focus on

building cultural awareness and reviewing existing practices for the corporate non-teaching staff.

# Current employment statistics

**Aboriginal people working in the Department**

The experience and insights of Aboriginal people working in the

Department provide a key input to the plan.

As at 30 June 2014, 229 people employed by the Department identified as Aboriginal. In 2011, there were 160. Note that both figures include identified positions such as Koorie Education Coordinators and Koorie Engagement Support Officers. While this growth is encouraging, this only represents point three per cent of the total workforce.

The Department recognises that we need to take decisive action to reach the overarching aspirational goal of Karreeta Yirramboi-to increase the Aboriginal proportion of total workforce to 1 per cent by 2015.

# Aboriginal employees in DET

The DET EduPay system offers employees the opportunity to identify as Aboriginal, Torres Strait Islander or Aboriginal and Torres Strait Islander. As of 30 June 2014, DET had 229 employees who identify as Aboriginal and/or Torres Strait Islander in the following categories:

• Education support 144

• VPS 17

• Teacher class 62

• Principal class 6

# What inclusion will mean

The purpose of the Wirnalung Ganai — Aboriginal Inclusion Plan 2015–17 is to catalyse positive change in the culture and employment profile of the Department, leading to improved opportunities for Aboriginal people within the Department.

In particular:

• The Department is an employer of choice for

Aboriginal people

• The Department supports Aboriginal people to develop and progress into managerial and senior leadership positions

• The Department provides a safe and welcoming environment for Aboriginal people to work in and interact with colleagues and the community.

**We know the goals of the Wirnalung Ganai — Aboriginal**

**Inclusion Plan 2015–17 have been delivered when:**

• Aboriginal people employed by the Department report increased workplace cultural safety, as measured through mechanisms such as staff surveys, and regular monitoring and reporting to the People and Culture Standing Committee.

• Aboriginal people are employed in a wider range of roles in the Department, including more in senior leadership positions.

• Training in cultural awareness and inclusive practice are integrated into business-as-usual and expected as a cultural norm within the organisation.

To achieve these goals we must challenge ourselves to think and act differently-as individuals and collectively as a Department. The next section outlines the specific actions that will be taken over the next two years.

# Actions to develop systemic inclusion with greater emphasis on data improvement

Any change relies on the commitment and application of effective leadership to be realised. Senior leaders must reinforce the moral, legal and economic imperatives for Aboriginal inclusion through the active modelling of inclusive

practice. The Executive Board, Regional Directors, and all senior leaders across the Department set the cultural tone of the Department, and the success of the plan is highly dependent on the example that they set.

To further assist with the decision making and change required, and to enhance the access, participation and effectiveness of services to the Koorie community, the Department must also improve the quality of collection and analysis of Koorie related data.

# Actions to develop a workforce that supports employment and economic participation

The Department is committed to achieving the cultural shift required to become an employer of choice for Aboriginal people. Achieving this first within the corporate workforce

sets an example that will reinforce expectations of workplaces in the wider early childhood, schools and higher education workforces. The plan will ensure that key workforce issues

are addressed in a strategic, comprehensive and cohesive approach–including cultural capacity building workshop training for all non-Aboriginal staff, recruitment of more Aboriginal people, retention of Aboriginal employees, and the establishment of a mechanism to provide greater support to employees.

The Department recognises the valuable contribution that the Aboriginal community makes to the policy process. The Department supports the Victorian Auditor General’s Office audit recommendation that Aboriginal people should be provided with greater opportunity to be involved in these processes. The Aboriginal Education Strategy provides further details of the actions the Department is taking to meet this commitment. Below are further actions that will be taken internally to ensure that practice within the Department recognises and supports this goal.

# Actions to develop community engagement

As with leadership, communication is a critical component of driving change. Communication drives reform through awareness and promotion of positive norms across the workforce. In the past the Department has not always demonstrated effective communication. For example, there is a Welcome to Country and Acknowledgement of Country

Guide for the schools workforce but not for the Department as a whole. Visibility of Aboriginal culture and images often depend on the determination of individuals and/or annual events

such as Reconciliation Week and NAIDOC. There is a need for Aboriginal culture and images to be given greater prominence in departmental workplaces.

# Next steps

Implementation of the Wirnalung Ganai — Aboriginal Inclusion

Plan 2015–17 will commence at the beginning of 2015. Progress will be reported quarterly to the Executive Board through the People and Culture Standing Committee. This will be a rolling two year plan, with annual updating of the specific actions to be pursued. Actions for the broader workforce will be included in the 2016 revision.

Divisions and regions will provide a comprehensive report on their action plans annually and a mid-cycle review of activities in the form of case studies and good news stories. These achievements and related evidence will be shared and promoted through relevant publications.

# Reporting

Victorian Government Secretaries’ Leadership Group on

Aboriginal Affairs

Through this group, all secretaries have been charged with responsibility for driving the change necessary at the service and administrative level to deliver improved outcomes for Aboriginal Victorians. Secretaries are responsible for driving the development and implementation of the departments’ Aboriginal inclusion plans.

# Monitoring and review

In order to ensure effective oversight and broader representation across the Department, a Cultural Inclusion Implementation Committee and a Statewide Aboriginal

Statewide Aboriginal

Advisory Committee

Advisory Committee will be established to evaluate and guide the Department’s progress.

|  |  |
| --- | --- |
| Reporting Arrangements | |
| State  Secretaries’ Leadership Group on Aboriginal Affairs | |
| Central  People and Culture Standing Committee | |
| Cultural Inclusion  Implementation Committee | Statewide Aboriginal  Advisory Committee |
| Regional | |
| People and Culture Standing Committee  Regional Aboriginal inclusion plans | |

Governance responsibilities

|  |  |
| --- | --- |
| Reporting Arrangements | |
| State  Secretaries’ Leadership Group on Aboriginal Affairs | |
| Central  People and Culture Standing Committee | |
| Cultural Inclusion  Implementation Committee | Statewide Aboriginal  Advisory Committee |
| Regional | |
| People and Culture Standing Committee  Regional Aboriginal inclusion plans | |

# Implementation

Implementation of Wirnalung Ganai — Aboriginal Inclusion Plan 2015–17 will commence in 2015. All of DET’s portfolios have responsibilities in the implementation of the Wirnalung

Ganai — Aboriginal Inclusion Plan 2015–17, assessed against an annual work plan.

# Wirnalung Ganai – governance and consultation structure

|  |
| --- |
| People and Culture Standing Committee  The People and Culture Standing Committee’s scope covers people, culture and change management activities relating to all DET  workforces, including those staff based in schools, central and regional offices and its statutory authorities |
| Cultural Inclusion Implementation Committee  The committee is responsible for:  • Updating the Aboriginal Inclusion Plan as needed to ensure it remains relevant to current government policy and new opportunities  • Endorsing the Department’s activity as outlined in its annual work plan  • Determining the annual budget for implementing the actions contained in the inclusion plan  • Preparing quarterly progress reports on all of the actions for the People and Culture Standing Committee  • Develop an evaluation plan and an annual activity / evaluation report for the Secretary |
| Statewide Aboriginal Advisory Committee  The advisory group will be responsible for:  • Sharing and learning successes  • Identify emerging issues  • Ensure the views of Aboriginal peoples are considered in the implementation of activity  • Advise on other matters that affect Aboriginal people |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Secretarie’s Leadership Group on  Aboriginal Affairs Oversight of the implementation of the Government’s inclusion framework to improve access by Aboriginal people across service systems and to employment opportunities | | DET Executive Board – Chair Gill Callister (Secretary)  Authorising body for Wirnalung Ganai – approved October 2014 | | | |
| Senior Officers’ Group on Aboriginal  Affairs  Review progress implementing the Inclusion Framework and opportunities to strengthen inclusion actions | | People and Culture Standing Committee – Chair Monique Dawson  (Deputy Secretary People and Executive Services Group)  Responsible for the effective delivery of the People Strategy 2013-15 ensuring the implementation of outcomes meets identified success measures outlined in the strategy | | | |
| Inter- departmental Aboriginal Inclusion Working Group | VAGO Committee |
| Aboriginal Education Steering  Committee  Chair John Sullivan Executive Director (Strategy Review Group)  Role is ensure that the development of the education strategy is informed by relevant perspectives across government and Koorie community, with a view to reaching consensus on the optimal way forward and to ensure that the summit is deemed a success by participants. | | Cultural Inclusion Implementation Committee – Chair Sharon Ardley  (Executive Director People and Productivity Division -PESG)  Oversees the implementation or Wirnalung Ganai – Aboriginal Inclusion Plan 2015-17 and champions Aboriginal inclusion across DET. The committee consists of VPS6+ or equivalent | | | |
| Statewide Koorie Advisory Group  Chair - TBC  Formed as a result of a recommendation from the inaugural Secretary’s Aboriginal Round Table held in 2014  Aboriginal and/or Torres Strait Islander DET employees from across the State and cross classifications and is responsible  For identifying emerging issues and sharing learning experiences with a view to ensuring effective Aboriginal inclusive practices support the implementation of the plan | | | |
| Executive Directors Koorie Round Table (John Sullivan) Comprising Executive Directors with Koorie responsibilities from across DET  Meetings: Quarterly  Purpose: Ensure Executive Directors across the Department are aware of major Koorie initiatives and collaborate on strategic direction setting | | Directors Group  Comprising Directors with Koorie responsibilities from across DET Meetings: Weekly (informal)  Purpose: Share work priorities, identifying opportunities for collaboration and mitigating potential conflicts/duplications | |
| Koorie Officers Collaboration Group  comprising of officers and managers from Koorie work units across DET  Meetings: Monthly  Purpose: The KOCG provides a collaborative forum to share work priorities, contribute to the development of initiatives across the department and build positive and productive working relationships. In time, this group also aims to coordinate Policy Community of Practice (PCOP) sessions on Koorie issues. | | | |
|  | |  |  | |  |
|  | |  |  | |  |

Secretary’s Leadership Group on

Aboriginal Affairs Oversight of the implementation of the Government’s inclusion framework to improve access by Aboriginal people across service systems and to employment opportunities

Autthorriissiing

**Wirnalung Ganai – governance and consultation structure**

**DET Executive Board – Chair Gill Callister (Secretary)**

Authorising body for Wirnalung Ganai – approved October 2014

Senior Officers’ Group on Aboriginal

Affairs

Review progress implementing the Inclusion Framework and opportunities to strengthen inclusion actions

**People and Culture Standing Committee – Chair Monique Dawson**

**(Deputy Secretary People and Executive Services Group)**

Inter- departmental Aboriginal Inclusion Working Group

VAGO Committee

Responsible for the effective delivery of the People Strategy 2013-15 ensuring the implementation of outcomes meets identified success measures outlined in the strategy

**Aboriginal Education Steering**



**Committee**

**Chair John Sullivan Executive Director (Strategy Review Group)**

Refferrencce bodiiess

Role is ensure that the development of the education strategy is informed by relevant perspectives across government and Koorie community, with a view to reaching consensus on the optimal way forward and to ensure that the summit is deemed a success by participants.

Cultural Inclusion Implementation Committee – Chair Sharon Ardley

(Executive Director People and Productivity Division -PESG)

Oversees the implementation or Wirnalung Ganai – Aboriginal Inclusion Plan 2015-17 and champions Aboriginal inclusion across DET. The committee consists of VPS6+ or equivalent

**Statewide Koorie Advisory Group**

**Chair - TBC**

Formed as a result of a recommendation from the inaugural Secretary’s Aboriginal Round Table held in 2014

Aboriginal and/or Torres Strait Islander DET employees from across the State and cross classifications and is responsible

For identifying emerging issues and sharing learning experiences with a view to ensuring effective Aboriginal inclusive practices support the implementation of the plan

**Reconciliation & NAIDOC Committees**

**Executive Directors Koorie Round Table (John Sullivan)** Comprising Executive Directors with Koorie responsibilities from across DET

Collllaborrattiion//ccoorrdiinattiion

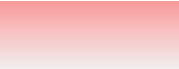
Meetings: Quarterly

Purpose: Ensure Executive Directors across the Department are aware of major Koorie initiatives and collaborate on strategic direction setting

**Directors Group**

Comprising Directors with Koorie responsibilities from across DET Meetings: Weekly (informal)

Purpose: Share work priorities, identifying opportunities for collaboration and mitigating potential conflicts/duplications



16

Wirnalung Ganai – Aboriginal Inclusion Plan 2015-17

**Koorie Officers Collaboration Group**

comprising of officers and managers from Koorie work units across DET

**Meetings:** Monthly

**Purpose:** *The KOCG provides a collaborative forum to share work priorities, contribute to the development of initiatives across the department and build positive and productive working relationships. In time, this group also aims to coordinate Policy Community of Practice (PCOP) sessions on Koorie issues.*

# Significant dates to remember

This section provides information about important Aboriginal historical and current events. There are a number of significant dates and cultural and community events in the Aboriginal calendar. These dates and events may be marked by communities in various ways.

|  |  |
| --- | --- |
| 13 February | National Apology to the Stolen Generations |
| 24 March | National Close the Gap Day |
| 26 May | National Sorry Day |
| 27 May–3 June | Reconciliation Week |
| 3 June | Mabo Day |
| July | Starts first Sunday in July each year — NAIDOC (National Aboriginal and Islander Day Observance  Committee) Week — the general usage term for National Aboriginal Week |
| 4 August | National Aboriginal and Torres Strait Islander Children’s Day |
| 9 August | United Nation’s International Day of the World’s Indigenous People |

# Key Action Area 1: Systemic inclusion

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective Action/Activity Lead Time frame Performance indicator** | | | | | |
| 1.1 | Embed action plan in organisational structures such as:  • Business plans  • Regional plans  • DET Management  Framework  • Responsibility for actions are included in relevant staff performance  development plans | Include a statement of commitment to Aboriginal inclusion in strategic plans and ensure that the Wirnalung Ganai actions are reflected  in business planning frameworks  Develop cultural inclusion principles and guidelines for the Department that align to the Department’s CORE values  Increase participation and engagement  of the Executive Board with Aboriginal people and communities, particularly through participation in Aboriginal forums and local area partnerships  Embed culturally inclusive practice across the employee life-cycle, in particular for induction  and recruitment guidelines for managers | Secretary, Deputy Secretaries — PESG, RSG Executive Directors, Regional Directors | 2016  Business Planning | By 2017, an increase of 15% of group business plans  and regional plans include actions  that operationalise  /translate the departmental Aboriginal inclusion plan to their  unique operating environment  By 2017 an increase of 15% of PDPs for managers responsible for Aboriginal  people contains actions that align to the departmental Aboriginal inclusion plan |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective Action/Activity Lead Time frame Performance indicator** | | | | | |
| 1.2 | The action plan is  a standing agenda item and actions are addressed and corresponding activities are discussed collaboratively amongst executive team at the:  • People and Culture Standing Committee  • RSG Regional  Leadership Group | Regional Aboriginal  Inclusion plans are developed, implemented and reported on at RSG Leadership meetings  Review internal guidelines, frameworks and templates — such as Project  Management and Change Management Frameworks–to ensure that protocols to engage the  Aboriginal Community are embedded into  the process | Secretary, Deputy Secretaries — PESG, RSG, Executive Directors, Regional Directors, People and Productivity Division | First quarter 2015 for development  Quarterly reporting through People and Culture Committee  Second Quarter 2015 | Systemic inclusions will be evidenced through embedding inclusion across our existing business structures  Systemic inclusions will be evidenced through embedding inclusion across our existing business structures |
| 1.3 | DET will provide key decision makers  in the process for making appointments to boards and committees within  the education portfolio with  advice on initiatives and approaches  to increase Koorie participation | Prioritise existing Aboriginal staff with membership on departmental  boards, committees and internal advisory bodies  Acknowledge Aboriginal community and family obligations through the granting  of leave for culturally important events | Secretary, Deputy Secretaries — PESG, RSG, Executive Directors, Regional Directors | In accordance with appropriate committee timelines or requests  On-going | Increased Aboriginal representation  on education portfolio boards and committees to 10% by end 2016 |

# Key Action Area 2: Data improvement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective Action/Activity Lead Time frame Performance indicator** | | | | | |
| 2.1 | Develop, implement and/or increase relevant data collection with the view of increasing access, participation and effectiveness of services to the Koorie community | Develop specific processes to capture data on Aboriginal employees to inform decision-making from:  • Client satisfaction  • People Matters  Survey  • Exit surveys  • Induction | People and  Productivity Division | Third quarter and fourth quarter 2015 | By end 201, data  is provided to 95% accuracy against agreed measures  By 2015 key  data metrics are established |
| 2.2 | Review current policies to ensure cultural safety  in the workplace and appropriate mechanisms are in place to deal with discriminatory behaviour | Utilise staff surveys  to garner perceptions of cultural safety and inclusion to inform decision-making | People and  Productivity Division  Human Resource  Division | Third quarter and fourth quarter 2015 | Timely analysis of all surveys, including induction and on- boarding process are monitored for the purpose of change |
|  |  | Encourage and support employees  to self-identify on the  EduPay system | Human Resource  Division | On-going | An increase of 20% in staff who self-identify as Aboriginal and/or Torres Strait Islander descent through Edupay |

# Key Action Area 3: Employment and economic participation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective Action/Activity Lead Time frame Performance indicator** | | | | | |
| 3.1 | Develop and implement a department-wide cultural capacity building and inclusion workshop program  for all DET staff | Provide leaders  and managers who are responsible for Aboriginal people with priority access  to cultural awareness and inclusion training, and coaching panels  Engage Aboriginal elders, respected persons and community members in the development of the cultural capacity workshops  Where possible, conduct cultural capacity workshops at Aboriginal organisations and/or community settings | People and  Productivity Division | Fourth quarter 2015 for cultural capacity building Plan  Third quarter 2015  Executive Board participating in cultural capacity building workshop  Second quarter/ third quarter 2015 commencement of regional executives and managers cultural capacity workshops | 100% of the Executive Board will have participated in  cultural capacity building workshop training by third quarter 2015 |
|  |  | Develop a cultural capacity maturity model | People and  Productivity Division | Third quarter/fourth quarter 2015 | DET has a defined set of values and principles, and demonstrate behaviors, attitudes, policies, and structures |
| 3.2 | Conduct an inclusion survey to establish baseline data that measures Aboriginal staff perceptions  of DET’s cultural inclusiveness and responsiveness | Develop an online survey, facilitate regional focus groups  Develop training to support employees to address and understand ‘Lateral Violence’ | People and  Productivity Division | Baseline data established and targets set for first quarter 2016 | Survey conducted by  Fourth quarter 2015  Survey to be conducted with the view of measuring change every 12 months |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective Action/Activity Lead Time frame Performance indicator** | | | | | |
| 3.3 | Incorporate inclusive Aboriginal employment processes to grow the numbers of Aboriginal employees outside of the existing Identified employees that support the delivery  of the whole-of- government target of  1 per cent Aboriginal employment by 2015 (as set in Karreeta Yirramboi) | Develop an Aboriginal Employment Team consisting of an Aboriginal Manager, Policy and Project Officer and Cultural Advisor  Establish an Aboriginal staff network | People and Executive  Services Group  People and  Productivity Division  People and  Productivity Division | 2015–2016  Fourth quarter – 2015 | 70% staff agree that they have greater clarity and understanding of the complexities of Aboriginal culture  and family structure as measured through staff surveys conducted in 2016  Actively building a reputation as a good employer- one which values  diversity and which supports Aboriginal employment  An established network of ten DET Aboriginal employees representative of central and regional  to provide information and advice to  DET regarding services and policy development |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective Action/Activity Lead Time frame Performance indicator** | | | | | |
| 3.4 | Develop an  Attraction and Talent Management Strategy that identifies specific channels to promote the Department as an employer of choice  to the Aboriginal community | Attract, retain and grow Koorie employees  Prioritise leadership development opportunities  for Aboriginal employees through more effective identification of talent and greater provision of tailored support, such as mentoring  and the Inspiring Managers program at DET. This can be achieved by:  • Collaboration with Koorie Engagement Support Officers (KESOs) to provide work experience opportunities to Koorie students and promote DET as an employer of choice  • Mentoring programs  • Succession planning  • Professional development  • Secondment and shadowing opportunities  • Quality Performance Development Plans | People and Executive  Services Group  Human Resources  Division | December 2015  December 2015 | By December 2015  1.5% of DET’s workforce will identify as Aboriginal  A retention rate increase of 1% year by year of Aboriginal employees  A raised proportion of Aboriginal employees in non-identified roles  A raised proportion of Aboriginal employees in VPS5+ roles |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective Action/Activity Lead Time frame Performance indicator** | | | | | |
| 3.5 | In line with the Victorian Government’s priority to improve Koorie economic development and  participation, DET will actively consider the priority through all purchasing processes | Amend procurement policies and procedures to  reflect the Victorian Government’s directions relating to use of Aboriginal– owned or controlled service providers  Work collaboratively to ensure DET Procurement Policy has consideration of how we can support Koorie economic participation  Conduct cultural capacity building workshops during Contract Manager forums regarding exemption policy and Aboriginal inclusion  Investigate clauses for tender documentation  that can encourage provisions for Aboriginal inclusion and employment  from suppliers — that could apply to goods, services and capital | Governance and  Executive Services  Procurement Division | In accordance with reporting timelines | A panel of Aboriginal providers identified for procurement opportunities |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective Action/Activity Lead Time frame Performance indicator** | | | | | |
| 3.6 | Regional offices will support Koorie economic development and  participation through procurement  This can be achieved by:  • Promoting the use of the Victorian Indigenous Business Directory  • Utilising Koorie facilitators, Koorie venue hire for meetings and functions, and understanding procurement processes with regards to select tender and minority suppliers | Develop a communications strategy to deliver updated messages of how we can support Aboriginal economic participation throughout purchasing processes and provide guidance to undertake this  Promote the Victorian Indigenous Business Directory in Regional Offices  Local Koorie supplier lists developed | Procurement Division Regional Directors Finance Managers | First quarter 2016 | Regions will have the details of local and statewide Koorie businesses  Where relevant, meetings are  held at Aboriginal organisations / venues or facilitated by Aboriginal consultants |

# Key Action Area 4: Community engagement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective Action/Activity Lead Time frame Performance indicator** | | | | | |
| 4.1 | Create and design Aboriginal specific communication products | Increase the visibility of Aboriginal culture across Departmental workplaces  • Display of Aboriginal and Torres Strait Islander flags  • An Acknowledgement of Traditional Owners plaque  • Aboriginal artworks  • Naming of meeting rooms with Aboriginal language words, or honour  of significant  Aboriginal people | Executive Board, Regional Directors Central Office, Regional Offices | Third quarter and fourth quarter – 2015  On-going | Culturally inclusive communication products across DET  The Victorian Aboriginal community will have access to clear information about education  and early childhood programs |
| 4.2 | Establish Aboriginal inclusion plan EduGate page  as the primary communication channel | Explore the value in utilising social media such as Yammer to promote positive messaging | Communications  Division  People and  Productivity Division | Second quarter 2016 | Greater access for sharing information |