



Government of Western Australia  
Department of Training  
and Workforce Development

# Reconciliation Action Plan

## 2013-2015

Department of Training and Workforce Development



**Reconciliation**  
**ACTION PLAN**

INNOVATE RAP

# Director General's foreword



The Department of Training and Workforce Development recognises Aboriginal people as the original custodians of Western Australia, and is firmly committed to celebrating their rich cultural heritage.

We embrace the spirit of reconciliation and look forward to working in partnership with Aboriginal people to implement the actions contained in the Reconciliation Action Plan.

The Department is already strongly engaged in providing services that assist Aboriginal people to gain vocational skills and qualifications, and participate fully in the Western Australian workforce. This is an important contribution to 'closing the gap' between Aboriginal and non-Aboriginal people.

We will aim to further strengthen recruitment, retention and career development opportunities for Aboriginal employees of the Department, as well as encouraging greater participation of Aboriginal-owned businesses in tendering opportunities.

The development of this plan has been a valuable experience for the Department and its implementation provides a real opportunity to help deepen relationships and respect between Western Australia's Aboriginal community and the vocational education and training sector in this State.

**Dr Ruth Shean**

Director General

Department of Training and Workforce Development

## Contents

Our vision for reconciliation	<b>page 1</b>
Our business	<b>page 2</b>
Our Reconciliation Action Plan	<b>page 2</b>
Relationships	<b>page 3</b>
Respect	<b>page 6</b>
Opportunities	<b>page 8</b>
Tracking progress and reporting	<b>page 13</b>



# Our business

## Core business

The Department of Training and Workforce Development supports the State of Western Australia's sustained economic expansion by leading and coordinating workforce development strategies and driving a responsive, flexible training system within a State and national framework.

## Total staff numbers

529 people (as at November 2013).

## Aboriginal staff numbers

15 Aboriginal people (2.8% as at November 2013).

## Geographical reach

The Department's reach covers the whole of Western Australia, while recognising the challenges of a dispersed population including remote settlements. We also contribute to the national agenda in training and workforce development.

# Our Reconciliation Action Plan

- The Department of Training and Workforce Development (formed in December 2009) considers it important to develop a Reconciliation Action Plan as a measure of respect towards Australia's first peoples and to reflect its role in improving the position of Aboriginal people in the Western Australian workforce.
- The Reconciliation Action Plan has been developed under the authority of the Corporate Executive, with the process being led by the Executive Director, Service Delivery.
- The pre-existing Aboriginal Workforce Development Internal Stakeholders Group has delegated responsibility to the Reconciliation Action Plan Working Group, with input and advice from the Internal Aboriginal Employees Reference Group. The Reconciliation Action Plan Working Group consists of both Aboriginal and non-Aboriginal members.
- Development of the Reconciliation Action Plan is a measure of one of the initiatives under the Department's Workforce Plan (item 6.5).



# Relationships

One of the Department's strategic goals is to increase the workforce participation of disadvantaged groups. It is important for the Department to build strong relationships so that Aboriginal people are involved in a meaningful way, in the planning and implementation of training and workforce development services that aim to meet their needs. In addition to the full suite of training and workforce development services supported by this agency, key Departmental programs that aim specifically to assist Aboriginal people include:

- Aboriginal Workforce Development Centres
- Aboriginal Training and Employment Program
- Aboriginal School Based Training Program
- Workforce Participation and Equity Program (program to be replaced by Participation Program in 2014)
- Aboriginal Education Workers in WA prisons
- State Training Provider Delivery and Performance Agreements (Aboriginal Training Plans and Aboriginal Program Funding)
- State Training Provider Aboriginal Education, Employment and Training Committees
- Support for Aboriginal independent training providers
- Language/literacy programs

***It is important for the Department to build strong relationships so that Aboriginal people are involved in a meaningful way, in the planning and implementation of training and workforce development services.***

## Relationships within the Department

Action	Responsibility	Timeline	Target
1. The Reconciliation Action Plan Working Group actively monitors the development of the Reconciliation Action Plan, including implementation of actions, tracking progress and reporting.	Executive Director, Service Delivery	December 2014	<ul style="list-style-type: none"> <li>The Reconciliation Action Plan Working Group oversees the development, endorsement and launch of the Reconciliation Action Plan.</li> <li>Meet at least twice per year to monitor and report on Reconciliation Action Plan implementation.</li> </ul>
2. Highlight key events and celebrations during the year such as Sorry Day, National Reconciliation Week and NAIDOC week so that Aboriginal and non-Aboriginal staff can jointly celebrate and build relationships.	Director, Human Resources	December 2014	<ul style="list-style-type: none"> <li>Three events per year where Aboriginal and non-Aboriginal staff can interact in celebration of Aboriginal culture and recognition of the importance of reconciliation.</li> </ul>
3. Continue to support the Department's internal Aboriginal Employees Reference Group.	Director, Human Resources	December 2014	<ul style="list-style-type: none"> <li>Metro-based Aboriginal staff to meet at least four times per year to network, provide mutual support and provide feedback to Department Human Resource management on issues of relevance. Regional staff to participate as feasible.</li> </ul>
4. Continue to support the Department's Aboriginal Workforce Development Internal Stakeholders Group.	Executive Director, Service Delivery	December 2014	<ul style="list-style-type: none"> <li>Meet at least twice a year to share information on matters of mutual interest in relation to Aboriginal workforce development, both internal and external.</li> </ul>

## Relationships with and between external stakeholders

Action	Responsibility	Timeline	Target
5. Consult with external Aboriginal stakeholders as appropriate in the development and annual review of the Department's Reconciliation Action Plan; stakeholders include: Western Australian Aboriginal Education and Training Council, Aboriginal Workforce Development Centre Advisory Groups and Training Together Working Together Joint Steering Committee members.	Executive Director, Service Delivery	December 2014	<ul style="list-style-type: none"> <li>• Meet at least once a year.</li> </ul>
6. Ensure that external Aboriginal stakeholders have the opportunity to help shape and evaluate the full spectrum of training and workforce development programs intended to benefit them.	Executive Director, Service Delivery	December 2014	<ul style="list-style-type: none"> <li>• Document the means and frequency of the Department's consultations with Aboriginal people in the planning and review of:               <ul style="list-style-type: none"> <li>o Aboriginal-specific programs; and</li> <li>o Generic programs.</li> </ul> </li> <li>• Consider whether existing consultation mechanisms are adequate in coverage, inclusivity and frequency, and whether a specific communication strategy should be developed.</li> <li>• Refresh the membership of Aboriginal Workforce Development Centre Advisory Groups.</li> </ul>
7. Facilitate constructive interaction between Aboriginal Workforce Development Centre Advisory Groups and senior levels of key government agencies relevant to Aboriginal workforce development.	Executive Director, Service Delivery	December 2014	<ul style="list-style-type: none"> <li>• At least once per year (Training Together – Working Together Forum)</li> </ul>



# Respect

Appreciation of and respect for Aboriginal history, heritage, language and cultures are central to reconciliation and underpin the development of strong relationships of trust between Aboriginal people and other Australians. As Aboriginal people are a significant part of the Department's client group, it is essential that staff and contracted service providers understand and respect the strengths of Aboriginal cultures and the contributions that Aboriginal people can and do make to our core business. Aboriginal Workforce Development Centres play a unique role in this regard. The Department inducts all new staff and currently includes a brief mention of cultural awareness in the induction program. All staff members are offered the opportunity to undertake one-day (short) or two-day (intensive) cultural awareness training courses.

Action	Responsibility	Timeline	Target
8. Engage employees in understanding the protocols around Acknowledgement of Country and Welcome to Country ceremonies to ensure there is shared meaning behind the ceremonies	Executive Director, Service Delivery	March 2014	<ul style="list-style-type: none"><li>Periodically review the protocols for Welcome to Country Policy with input from Aboriginal staff (at least once a year).</li></ul>
	Director, Communications and Marketing	April 2014	<ul style="list-style-type: none"><li>Periodically bring the existing Protocols Policy to the attention of staff through an intranet news item (at least once a year).</li></ul>
		December 2014	<ul style="list-style-type: none"><li>Include mention of the protocols, along with cultural awareness training, in the staff induction program and consider having a segment on the Reconciliation Action Plan in future years.</li><li>Ensure that, as a minimum, a Welcome to Country forms part of the annual Department event to celebrate NAIDOC.</li></ul>

*Continued on next page.*



Action	Responsibility	Timeline	Target
9. Engage employees in cultural learning to increase understanding and appreciation of different cultural backgrounds in order to lay the foundation for other Reconciliation Action Plan actions to be achieved.	Director, Human Resources	Ongoing  December 2014	<ul style="list-style-type: none"> <li>Cultural awareness training (short course) will be offered to all Department staff three to four times per year and all staff encouraged to attend.</li> <li>Options will be investigated for providing intensive cultural awareness training relevant to the local area to all non-Aboriginal staff whose work involves close contact with Aboriginal people as well as to Aboriginal staff who work closely with non-Aboriginal people – including staff in regional offices.</li> <li>All staff will be encouraged to complete the WA Public Sector Commission online course in Cultural Competence.</li> </ul>
10. Provide opportunities for Aboriginal employees to celebrate their cultures and engage with their community through NAIDOC Week and other culturally relevant events.	Director, Human Resources	July 2014	<ul style="list-style-type: none"> <li>Aboriginal employees are encouraged and permitted to participate during working hours in local Sorry Day, Reconciliation Week and NAIDOC Week events.</li> <li>Regularly (at least once a year) via Communications and Marketing remind managers that Aboriginal staff should be supported to attend key cultural events within working hours, without needing to take leave.</li> </ul>
11. Promote awareness among Department staff and the wider Vocational Education and Training sector of linguistic/dialectal differences that can affect communication between Aboriginal and non-Aboriginal people.	Executive Director, Policy, Planning and Innovation	December 2014	<ul style="list-style-type: none"> <li>Conduct three workshops for key target audiences.</li> </ul>



# Opportunities

Improving employment opportunities for Aboriginal people across the Western Australian economy is a key aspect of the Department's core business, as set out in *Skilling WA – A workforce development plan for Western Australia*, chapter 1 – Increasing workforce participation, both as a matter of equity and to help address the State's workforce needs. Under the State Government's Training Together – Working Together Aboriginal Workforce Development Strategy, five Aboriginal Workforce Development Centres have been established in Perth and four regional centres. These centres 'join the dots' so that Aboriginal job seekers, employers and service providers are better linked to achieve employment outcomes.

Through the *Training Together – Working Together* Aboriginal Workforce Development Strategy, the Department has a role in supporting employers to engage and retain Aboriginal workers. It's therefore important that our own Aboriginal employment policies and practices represent best practice. It is also important for the sake of our potential Aboriginal clients that we have Aboriginal staff at all levels of the Department who understand the key issues facing Aboriginal people and who can help ensure that the needs of Aboriginal people are adequately addressed.

The Department currently procures services from Aboriginal suppliers wherever appropriate and feasible. The Department has also played a role in supporting the success of Aboriginal-owned businesses by co-sponsoring, in partnership with the Department of Indigenous Affairs, the Small Business Development Corporation and the Chamber of Commerce and Industry of Western Australia (through its 'Project Connect'), the development of the WA Aboriginal Business Directory which was launched in October 2012. Recent changes to State Government procurement guidelines will allow the Department to purchase services directly from businesses listed in the WA Aboriginal Business Directory where the value is less than \$150,000.

## Opportunities for Department staff

Action	Responsibility	Timeline	Target
<p>12. In consultation with the internal Aboriginal Reference Group (established June 2011):</p> <ul style="list-style-type: none"> <li>• develop an Aboriginal Employment and Career Development Strategy for the Department; and</li> <li>• work towards achieving 3.2% Aboriginal representation by 2015, as per the State Government's target.</li> </ul>	<p>Director, Human Resources</p>	<p>December 2013</p> <p>June 2014</p> <p>December 2015</p>	<ul style="list-style-type: none"> <li>• Aboriginal Employment and Career Development Strategy published on intranet and Department website.</li> <li>• Aboriginal Recruitment Toolkit to be developed (December 2013)</li> <li>• At least one Aboriginal Public Sector Trainee position supported each year (subject to availability from Public Sector Commission process).</li> <li>• All identified 50D vacancies to be advertised in Indigenous media and through the Aboriginal Workforce Development Centre network.</li> <li>• All Department job advertisements to include a statement welcoming Aboriginal applicants.</li> </ul>

***Improving employment opportunities for Aboriginal people across the Western Australian economy is a key aspect of the Department's core business.***

## Opportunities for Aboriginal businesses

Action	Responsibility	Timeline	Target
<p>13. Aboriginal supplier diversity:</p> <ul style="list-style-type: none"> <li>• in line with the State Supply Commission's Open and Effective Competition Policy, maximise opportunities to purchase corporate goods and services up to \$150 000 in value from registered Aboriginal businesses without competitive processes where appropriate; and</li> <li>• encourage suitably qualified and experienced Aboriginal owned Registered Training Organisations to participate in Department procured training delivery.</li> </ul>	<p>Executive Director, Corporate Services</p> <p>Executive Director, Service Resource Management</p>	<p>December 2014</p> <p>December 2014</p>	<ul style="list-style-type: none"> <li>• Monitor and report on the number of Aboriginal suppliers engaged by the Department using exemption from competitive processes.</li> <li>• All relevant staff to be provided with training and access to necessary resources regarding relevant State Government policies, including exemption from competitive processes and how to access the Aboriginal Business Directory WA.</li> <li>• Identify all Aboriginal owned Registered Training Organisations registered to operate in Western Australia and: <ul style="list-style-type: none"> <li>o encourage their registration on the Aboriginal Business Directory WA; and</li> <li>o inform them of opportunities to bid for Government funded training delivery.</li> </ul> </li> <li>• Consider appropriate ways of increasing the participation in Department business of Aboriginal suppliers (including Aboriginal owned Registered Training Organisations).</li> </ul>

*Continued on next page.*

## Opportunities for Aboriginal businesses

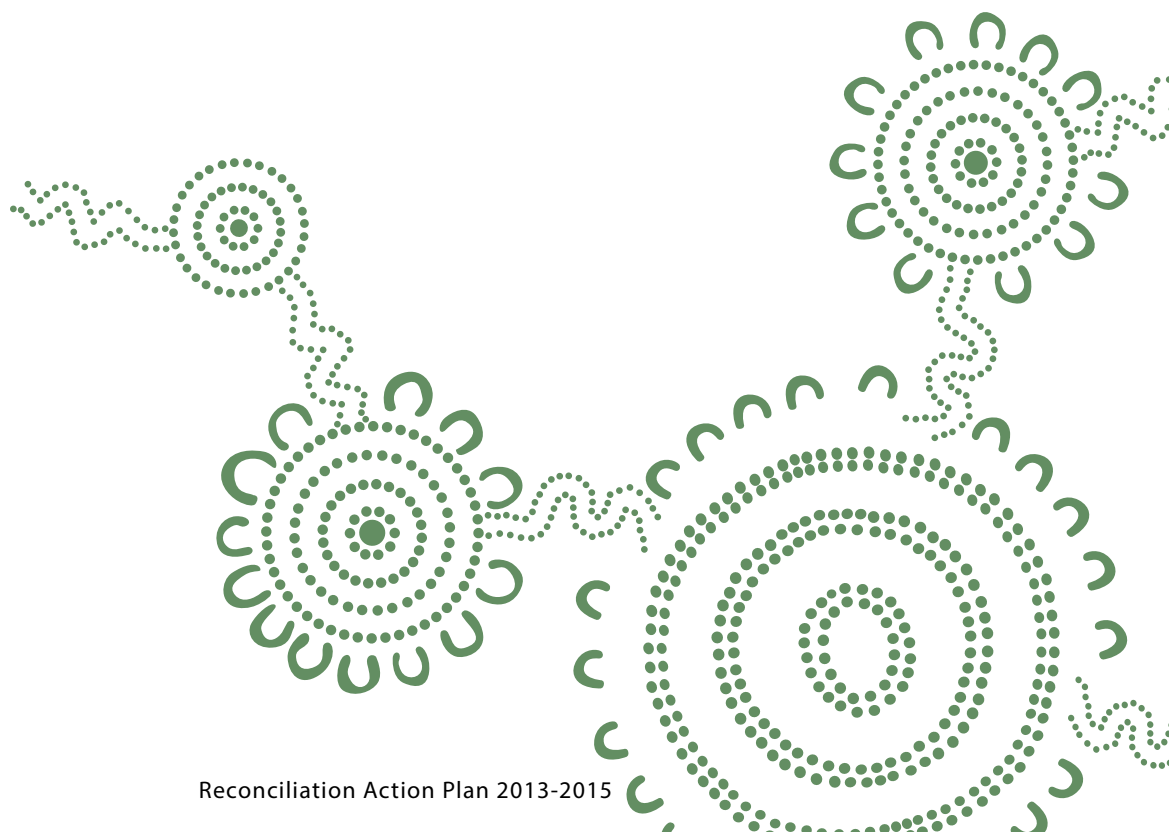
Action	Responsibility	Timeline	Target
14. Continue working with the Department of Aboriginal Affairs and Small Business Development Corporation to support and promote the Aboriginal Business Directory of WA.	Executive Director, Service Delivery	August 2013	<ul style="list-style-type: none"> <li>• Launch of the WA Aboriginal Business Directory sponsorship agreement.</li> <li>• Ongoing management of the directory website with the Department of Aboriginal Affairs and Small Business Development Corporation.</li> </ul>

## Opportunities for Department clients

Action	Responsibility	Timeline	Target
15. Refresh the <i>Training Together – Working Together strategy</i> in consultation with stakeholders.	Executive Director, Service Delivery	March 2014	<ul style="list-style-type: none"> <li>• Updated public document with proposed future actions, published on Department's website.</li> </ul>
16. Review relevant aspects of training delivery to optimise outcomes for Aboriginal participants: <ul style="list-style-type: none"> <li>• delivery and performance agreements with State Training Providers, including Aboriginal Training Plans;</li> <li>• funding for State Training Provider Aboriginal programs; and</li> <li>• funding for Aboriginal Training and Employment Program.</li> </ul>	Executive Director, Service Resource Management	December 2013  July 2014  April 2014 and 2015  December 2014  June 2015	<ul style="list-style-type: none"> <li>• Aboriginal Training and Employment Program reviewed to assess effectiveness.</li> <li>• New Aboriginal training and employment services procured as appropriate.</li> <li>• Performance against State Training Provider Aboriginal training plans evaluated.</li> <li>• Best practice approaches to supporting Aboriginal engagement in training and completion of qualifications identified.</li> <li>• One workshop per year to promote sharing of best practice among State Training Providers in support services for Aboriginal clients.</li> <li>• Improvements in rates of qualification completions (as per national reform agenda).</li> </ul>

Continued on next page.

Action	Responsibility	Timeline	Target
17. Aboriginal School Based Training programs: <ul style="list-style-type: none"> <li>• institution-based; and</li> <li>• employment-based.</li> </ul>	Director, Training Resource Allocation  Director, Procurement Strategy	January – December 2014  July 2013 – June 2014	<ul style="list-style-type: none"> <li>• institution-based: continuation of the 2013 panel of Registered Training Organisations contracted to deliver Aboriginal School Based Traineeships into 2014; budget allocation of \$1million for 2014 delivery.</li> <li>• employment-based: under the Joint Group Training Program, applications invited and funding to be allocated to Group Training Organisations for apprenticeship and traineeship employment opportunities for Aboriginal adults and Aboriginal school students.</li> </ul>
18. Continue to support Aboriginal Workforce Development Centres.	Executive Director, Service Delivery	December 2013  October 2013	<ul style="list-style-type: none"> <li>• Bed down funding of all five centres into the ongoing Department budget.</li> <li>• Make all eligible staff permanent.</li> </ul>
19. Improve data collection on Aboriginal participation in training.	Executive Director, Policy, Planning and Innovation	June 2015	<ul style="list-style-type: none"> <li>• Reduction in the rate of non-response to training enrolment questions regarding student Indigenous status.</li> </ul>



# Tracking progress and reporting

Action	Responsibility	Timeline	Target
20. Report achievements, challenges and learnings to Reconciliation Australia for inclusion in the annual Reconciliation Action Plan Impact Measurement Report.	Executive Director, Service Delivery	December 2014	<ul style="list-style-type: none"> <li>Complete and submit the Reconciliation Action Plan Impact Measurement Questionnaire to Reconciliation Australia annually.</li> </ul>
21. Report achievements to Western Australian Aboriginal Education and Training Council.	Executive Director, Service Delivery	Annually in writing and informally at Council meetings three times per year – timeframe as set by the Council.	<ul style="list-style-type: none"> <li>Respond promptly to requests from Western Australian Aboriginal Education and Training Council for feedback on the agency's activities, whether formal or informal.</li> </ul>
22. Refresh the Department's Reconciliation Action Plan.	Executive Director, Service Delivery	July 2015	

**Design studio:** WT Design Studio

WT Design Studio is an Aboriginal owned and run graphic design business with over a decade of experience in the creative industry. Based in Karratha, WA they are a boutique design studio specialising in corporate branding and illustration. WT Design Studio list their services in the Aboriginal Business Directory WA.

**Artist:** Kevin Bynder

**Tribe:** Badimia Yamtji - Father | Nyungar - Mother

Kevin currently resides in Canning Vale, Perth. He has been painting for over 12 years and has his paintings hanging on walls in all parts of the world. He started off with drawings but then with the realisation that the stories he's been told over the years could be interpreted through paintings, he turned to the brush and paint. Through comments from admirers of his work and buyers, both nationally and internationally, they inspire Kevin to continue to paint and be creative. But more importantly, he loves how the stories are told through his paintings to not only teach, but also create awareness for his culture.



**Contact details:**

Department of Training and Workforce Development

T: (08) 6551 5000

W: [dtwd.wa.gov.au](http://dtwd.wa.gov.au)