



Office of the Official Secretary to the Governor-General
Reconciliation Action Plan 2016 - 2018



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Our vision for reconciliation

The Office of the Official Secretary to the Governor-General (the Office) affirms its commitment to the reconciliation process through the development and implementation of this Reconciliation Action Plan (RAP).

The Office vision for reconciliation is to be an employer that recognises and respects Aboriginal and Torres Strait Islander people's diversity and cultures and embraces unity between Aboriginal and Torres Strait Islander peoples and other Australians. A culture that represents equality and equity, historical acceptance of our shared history and promotes positive race relations. In making this statement we recognise Aboriginal and Torres Strait Islander peoples as the first Australians and respect their connection to lands and waters.

Our business

The role of the Office is to undertake the organisation and management of official duties for the Governor-General (constitutional, ceremonial and public); manage and maintain the official households and heritage properties and administer the Australian Honours and Awards system.

The Office operates from two locations in Australia: Government House, Yarralumla Canberra; and Admiralty House, Kirribilli Sydney.

In 2014-15 the Office had an average staffing level of 72.97. Currently three Office employees identify as Aboriginal and none identify as Torres Strait Islander peoples.

Our RAP

The Office first made a formal commitment to reconciliation in 2012. Our first RAP focused on raising awareness of reconciliation among our employees. This RAP was developed to build on the achievements of the Office RAP 2012-2015. It shows the Office's continued commitment to reconciliation by focusing on the following key areas:

- Increasing Aboriginal and Torres Strait Islander employment;
- Building cultural competency through our cross cultural awareness workshops;
- Since implementing our first RAP, the Office has had community involvement in NRW & NAIDOC activities;
- We have increased our usage of Aboriginal and Torres Strait Islander business;
- The Office has provided opportunities for our employees to attend Aboriginal and Torres Strait Islander events in the community; and
- We have worked with the Governor-General to enhance our engagement with Indigenous communities and enterprises.

The Office actively promotes reconciliation by:

- Understanding the cultural, historical and social context in which we work;
- Building and displaying respect and trust in all our business operations;
- Attracting and supporting Aboriginal and Torres Strait Islander employees through tailored arrangements; and
- Promoting culturally supportive and respectful workplaces for all employees.

The RAP sets out how we will continue our reconciliation journey by:

- Listening to, learning from and consulting with Aboriginal and Torres Strait Islander peoples.
- Building and maintaining mutually respectful relationships with Aboriginal and Torres Strait Islander organisations, families and communities.
- Promoting reconciliation and raising awareness and knowledge of Aboriginal and Torres Strait Islander history and culture with our employees and wider stakeholders.
- Delivering high quality services that recognise and build on the strengths and resilience of Aboriginal and Torres Strait Islander communities.
- Ensuring our programs and services are accessible to Aboriginal and Torres Strait Islander peoples.
- Increasing the representation of Aboriginal and Torres Strait Islander peoples in the Office.
- Recognising and acknowledging the histories, cultural heritages and identities of all Aboriginal and Torres Strait Islander peoples.
- Cultivating relationships in a respectful, meaningful and authentic way.
- Working collaboratively with our stakeholders and clients to promote inclusion, capacity and resilience.
- Seeking to influence positive change and decision-making through consultation.
- Demonstrating a strong commitment to reconciliation throughout the Office.

In summary, The Office will achieve its RAP objectives by embedding reconciliation throughout the organisation.

RAP Working Group

Development of the RAP has involved consultation with employees across the Office including Aboriginal and Torres Strait Islander employees, the RAP Working Group (RWG) and assistance from William Beale – Yaama Indigenous Personnel. The RWG includes staff from a variety of work groups and three Aboriginal staff. The RAP sets out our shared vision for reconciliation.

Kerry Cox – Manager Human Resources
Craig Breen – Property Services Officer
Ben Campbell – Gardening
Chrissy Monaghan – Finance
Katarina Biondic – Honours
William Callen – Gardening

The implementation of the RAP is championed by the Manager Human Resources.

The Office RAP is available on the Governor-General's website, our intranet and the Reconciliation Australia website, with progress reported annually to the Management Committee. Our RAP will be updated and refreshed regularly, taking into account our experience, achievements and plans for the future.



Mark Fraser LVO OAM
Official Secretary to the Governor-General

25 May 2016

Relationships

The Office is committed to facilitating and supporting positive relationships between Aboriginal and Torres Strait Islander peoples and other Australians, through fostering a work environment that is respectful and embraces diversity.

Action	Responsibility	Timeline	Target
1. The Office RAP Working Group (RWG) continues to actively monitor RAP development, including implementation of actions, tracking progress and reporting.	Manager HR	May 2016 May & September Annually May 2016	<ul style="list-style-type: none"> • RWG oversees the development, endorsement and launch of the RAP. • Meet at least twice per year to monitor and report on RAP implementation and progress. • Ensure Aboriginal and Torres Strait Islander peoples are represented on the RWG. • Establish Terms of Reference for the RWG.
2. Celebrate National Reconciliation Week (NRW) by providing opportunities for the Office's Aboriginal and Torres Strait Islander employees and other employees to build relationships.	Manager HR	27 May – 3 June Annually	<ul style="list-style-type: none"> • Organise at least one internal event each year. • Encourage awareness & participation in the Reconciliation Bridge Walk. • Register our NRW event via Reconciliation Australia's NRW website. • Encourage our Working Group to participate in an external event to recognise and celebrate NRW.
3. Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes.	Director Operations	May 2018	<ul style="list-style-type: none"> • Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement. • Comply with the Whole of Australian Government Arrangements (WoAG) relating to the engagement with Aboriginal and Torres Strait Islander stakeholders.

4. Raise internal and external awareness of our RAP to promote reconciliation across our operations.	Manager HR	August 2017	<ul style="list-style-type: none"> • Implement a strategy to communicate our RAP to all internal and external stakeholders. • Promote reconciliation through ongoing active engagement with all stakeholders.
5. Raise the profile of the Governor-General's involvement within Aboriginal and Torres Strait Islander communities to build and maintain community engagement.	Manager Strategic Program	November Annually	<ul style="list-style-type: none"> • Provide support to the Governor-General during visits to Aboriginal and Torres Strait Islander communities. • Identify Aboriginal and Torres Strait Islander communities for the Governor-General to engage and maintain an ongoing dialogue as part of the engagement plan. • Create, maintain and distribute a list of Aboriginal and Torres Strait Islander contacts to all OOSGG employees. • RWG to actively identify and share information on local events, resources and initiatives that the Governor-General could attend.
6. The Office will investigate the opportunity to participate in the Jawun program.	Manager HR	June 2017	<ul style="list-style-type: none"> • Investigate opportunity to participate in the Jawun program.

Respect

Respect and support the cultural needs of Aboriginal and Torres Strait Islander peoples by fostering a workplace that actively seeks to improve employee awareness of Aboriginal and Torres Strait Islander culture and heritage.

Action	Responsibility	Timeline	Target
1. Engaging employees in understanding the protocols around Acknowledgement of Country and Welcome to Country ceremonies to ensure there is shared meaning behind the ceremonies.	Manager HR	October 2016	<ul style="list-style-type: none"> • Develop, implement and communicate a cultural protocol document for Welcome to Country and Acknowledgement of Country. • Develop a list of key contacts for organising a Welcome to Country and maintaining respectful partnerships. • Invite a Traditional Owner to provide a Welcome to Country for at least one significant event. • Include Acknowledgement of Country at the commencement of All Staff meetings.
2. Engage employees in cultural learning to increase understanding and appreciation of different cultural backgrounds in order to lay the foundation for other RAP actions to be achieved.	Manager HR	July 2016 July 2016 May 2016 July 2016	<ul style="list-style-type: none"> • All employees to be sent the link to the “Share Our Pride” website; including a general knowledge questionnaire on “Share Our Pride. • Provide cross-cultural awareness workshops for all employees. • Introduce cultural awareness training as part of the induction process. • Investigate opportunities to work with local Traditional Owners and/or Aboriginal and Torres Strait Islander consultants to develop cultural awareness training.
3. Provide opportunities for Aboriginal and Torres Strait Islander employees to engage with their culture and community through NAIDOC Week events.	Manager HR	July Annually	<ul style="list-style-type: none"> • Ensure Office policies and procedures support or encourage employee participation in NAIDOC week and other appropriate cultural activities. • The Office will host at least one activity for NAIDOC week. • Provide opportunities for all Aboriginal and

			Torres Strait Islander employees to participate with their cultures and communities during NAIDOC Week.
4. Display Aboriginal and Torres Strait Islander Art.	Manager Property & Services	May 2018	<ul style="list-style-type: none"> Where possible, source and display Aboriginal and Torres Strait Islander Artwork.
5. The Office will review the terminology in all publications and on the website in reference to Aboriginal and Torres Strait Islander peoples.	Manager HR	March 2017	<ul style="list-style-type: none"> Ensure section heads have reviewed the terminology in all publications and the website in reference to Aboriginal and Torres Strait Islander peoples. Work with an external Aboriginal or Torres Strait Islander advisor and Aboriginal employees to ensure appropriate terminology in all communications and publications.

Opportunities

The Office is committed to expanding and supporting opportunities for Aboriginal and Torres Strait Islander peoples, communities and organisations by working towards whole of government targets for employment and procurement.

Action	Responsibility	Timeline	Target
1. Investigate opportunities within the Office to increase Aboriginal and Torres Strait Islander employment opportunities.	Manager HR	July 2016 May 2018	<ul style="list-style-type: none"> Engage with existing Aboriginal and Torres Strait Islander employees to consult on employment strategies, including professional development. Pilot different approaches to increasing Aboriginal and Torres Strait Islander employment within the Office (this may include training pathways, apprenticeships, internships, cadetships, work experience). Advertise vacancies in Aboriginal and Torres Strait Islander media. Collect information on our current Aboriginal and

		May 2016	<p>Torres Strait Islander employees to inform future employment opportunities.</p> <ul style="list-style-type: none"> • Review HR and recruitment procedures to ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants participating in our workplace. • Commit to the Commonwealth public sector 3% employment target.
2. Investigate opportunities to increase supplier diversity within the Office.	Chief Financial Officer	July 2016 December 2016	<ul style="list-style-type: none"> • Investigate becoming a member of “Supply Nation” and partnering with the local Indigenous Chamber of Commerce. • Educate employees about using Aboriginal and Torres Strait Islander businesses in line with the Whole of Australian Government (WoAG) procurement policy. • Review procurement policies and procedures to enhance opportunities for Aboriginal and Torres Strait Islander businesses to supply our organisation with goods and services. • Develop and communicate to employees a list of Aboriginal and Torres Strait Islander businesses that can be used to procure goods and services. • Develop one commercial relationship with an Aboriginal and/or Torres Strait Islander owned business.
3. The Office will investigate Aboriginal and Torres Strait Islander learning and development opportunities.	RWG & Manager HR	September 2016	<ul style="list-style-type: none"> • Identify resources and capabilities for learning and development opportunities for Aboriginal and Torres Strait Islander employees.

Tracking progress and reporting

Action	Responsibility	Timeline	Target
1. Report achievements, challenges and learnings to Reconciliation Australia (RA) for inclusion in the Annual Impact Measurement Report.	RWG	September Annually	<ul style="list-style-type: none"> Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually. Investigate participation in the RAP barometer.
2. Report RAP achievements, challenges and learnings internally and externally.	Manager HR & RWG	December Annually	<ul style="list-style-type: none"> Report on progress against the RAP in the Office's Annual Report. Annual Report is tabled in Parliament and available on the internet and intranet.
3. Publish RAP.	Manager HR	May 2016	<ul style="list-style-type: none"> Publish RAP on RA website. Publish RAP on The Office internet and intranet.
4. Review, refresh and update RAP.	RWG	May 2018	<ul style="list-style-type: none"> Review, refresh and update RAP based on learnings, challenges and achievements. Send draft RAP to Reconciliation Australia for formal feedback and endorsement.

Contact details

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About the artwork - The artwork is titled 'Branching together'. The design was created for the Office by Esma Livermore a Kamilaroi woman from the NSW town of Inverell. Esma is a self-taught artist who paints contemporary Aboriginal artwork. Esma draws her inspiration from her family, her children and from where she grew up. 'Branching together' is a story about reconciliation and depicts the diverse background that we all come from. Reconciliation is everyone's business and the tree represents growth and many different branches on many different paths but all connected as one.

