

RECONCILIATION ACTION PLAN



The Australian Parliamentary Service

Innovate RAP 1 July 2016 - 30 June 2018



RECONCILIATION
ACTION PLAN

INNOVATE





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RECONCILIATION ACTION PLAN

The Australian Parliamentary Service
1 July 2016 – 30 June 2018

In supporting the work of the Australian Parliament, the Australian Parliamentary Service strives to uphold the principles of Australian democracy and the aspirations of a nation. These aspirations for our nation include reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians. The Parliamentary Service is uniquely situated to take both a symbolic and practical lead in reconciliation efforts.

As the heads of the four departments comprising the Australian Parliamentary Service, we are pleased to present our second Reconciliation Action Plan (RAP). The plan furthers our intention to be more actively involved in the journey of reconciliation and to play our part in closing the gap between Aboriginal and Torres Strait Islander peoples and other Australians.

Our second RAP sets out specific measures for the Parliamentary Service under the RAP headings of Relationships, Respect and Opportunities. It builds on and updates measures in the first RAP.

We are pleased by the progress that has been made since the development of our first RAP and we commend this second RAP for implementation.

ROSEMARY LAING

Clerk of the Senate

June 2016

DAVID ELDER

Clerk of the House
of Representatives

June 2016

PHIL BOWEN

Parliamentary Budget
Officer

June 2016

ROB STEFANIC

Secretary
Department of
Parliamentary Services

June 2016



OUR VISION FOR RECONCILIATION

Our vision for reconciliation is a commitment to build understanding and respect amongst our Australian Parliamentary Service staff for the histories and living cultures of Aboriginal and Torres Strait Islander peoples and their contribution to Australian life. Through this, we can contribute to reconciliation in Australia.

Our Reconciliation Action Plan is underpinned by our:

- acknowledgement of Aboriginal and Torres Strait Islander peoples as the First Australians and traditional custodians of the land;
- recognition of the diverse and continuing cultures and traditions of First Australians; and
- commitment to working together to establish respectful, sustainable and enduring partnerships between the Australian Parliamentary Service and Aboriginal and Torres Strait Islander peoples.



OUR BUSINESS

The Australian Parliamentary Service is established by the *Parliamentary Service Act 1999*. The Parliamentary Service supports and is responsible to the Australian Parliament. It has a stewardship role for the institution of Parliament. There are four parliamentary departments in the Parliamentary Service, with some 1,000 staff in total, twelve of whom have identified as Aboriginal and/or Torres Strait Islanders. We are located in Parliament House in Canberra.

THE FOUR PARLIAMENTARY DEPARTMENTS ARE THE:

DEPARTMENT OF THE SENATE

The Department of the Senate provides advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.

In doing so, it supports the operations of the Senate and its committees, and promotes public awareness of their role and work.

It provides services in four areas:

- Senate support—advice and secretariat support for the Senate
- committee support—advice and secretariat support for Senate and some joint committees
- Senators' services—office services and other support services to senators and Senate officeholders in Parliament House
- public education and awareness—promotion of public knowledge and awareness of the role and work of the Senate and its committees.

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

The Department of the House of Representatives (DHR) provides advisory and administrative services to enable the House of Representatives to fulfil its representative and legislative role.

Advice and services provided are non-partisan, focusing on the work of the House of Representatives and parliamentary committees rather than the political or electorate interests of Members.

There are five areas of focus:

- House Chamber and Federation Chamber
- community awareness
- committee support
- inter-parliamentary relations and capacity building
- Members' and corporate support.

DEPARTMENT OF PARLIAMENTARY SERVICES

The Department of Parliamentary Services (DPS) supports the functions of the Australian Parliament and the work of parliamentarians through the provision of professional services, advice and facilities, and the ongoing maintenance of Australian Parliament House; and makes the building, and the important activity that takes place in it, accessible.

Working in collaboration with the other parliamentary departments, DPS provides or facilitates the following:

- library and research services
- information and communication technology services
- security services
- building, grounds and heritage management
- audio visual and Hansard services
- art services
- visitor services
- food and beverage, retail, health, banking and childcare services.

PARLIAMENTARY BUDGET OFFICE

The role of the Parliamentary Budget Office (PBO) is to inform the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals.

The PBO performs the following functions:

- outside the caretaker period for a general election—prepares policy costings on request by Senators or Members of the House of Representatives
- during the caretaker period for a general election—prepares policy costings on request by authorised members of parliamentary parties or independent members
- prepares responses (other than policy costings) to requests relating to the budget by Senators or Members of the House of Representatives
- prepares submissions to inquiries of parliamentary committees on request by such committees
- conducts and publishes research on and analysis of the budget and fiscal policy settings
- after a general election, reports on election commitments of designated parliamentary parties.



OUR RAP

The Federal Parliament has played a principal role in some of the most significant developments in Australia's journey towards reconciliation.

This journey is also embodied in the fabric of Parliament House: there is a symbolism in the layout of the building that follows a historical progression along the north/south axis of the building.

In symbolic terms, the location of a mosaic by a Western Desert artist in the Forecourt is intended as a dedicated presence indicating the starting point both for the building and for the development of the nation.

This work of art in the open air stands as an implicit reference to the presence of First Australians in the land which pre-dates European settlement, and which now forms one of many vital, diverse parts of the Commonwealth.

This second RAP for the Australian Parliamentary Service has been developed by the RAP Champions Group, comprising senior executive representatives from the four parliamentary departments in consultation with departmental staff, an Aboriginal and Torres Strait Islander Advisory Group to the parliamentary departments and Reconciliation Australia. The four departmental heads have overall responsibility for the RAP.

This RAP builds on our work to date and outlines actions for the next two years. It includes four case studies illustrating the diversity of actions taken during the term of our first RAP to progress reconciliation. The RAP will be reviewed regularly as targets are met and new actions are identified. Responsibilities in relation to the RAP are set out at page 17.

CASE STUDIES

INDIGENOUS TRAINING PROGRAM

As part of its workplace diversity program, the Department of the Senate commenced an Indigenous Training Program in 2015. The program provided the successful person with a chance to work in the corporate areas of the department for a year while being supported in completing a Certificate III in Business Administration at the Canberra Institute of Technology.

The department's Indigenous trainee was supported during the program by a program coordinator and an Indigenous mentor. In addition to learning about working in the Commonwealth public sector, the trainee gained knowledge about the work of the Senate and its committees. On the job training and attendance at professional development sessions and at the Canberra Institute of Technology were part of the program and supported the trainee develop skills and abilities which were transferable at the conclusion of the program to other employers. Regular feedback was also provided to the trainee so that he could develop his skills and understanding about working in this type of workplace.

In addition to learning about the Senate and its committees, the trainee gained knowledge and experience in understanding policies and procedures; using databases and updating websites; managing Commonwealth records; and using various information communication technology applications and programs.

In the development of the program, the department gave consideration to information received from Public Service departments and agencies that have run similar programs in the past. This information was helpful to ensure that the program was structured in an effective manner. Discussions were had with the other parliamentary departments about the program as well.

Following the completion of the first year of the program, it will be assessed to ensure that it meets the goals of the program and to see if there are ways it could be enhanced.

LOAN OF YIRRKALA THUMB PRINT DOCUMENTS (1963)

The formal records of the House of Representatives include the Yirrkala bark petitions from the Yolngu people of eastern Arnhem Land. The bark petitions are historically significant in the move toward the recognition of Aboriginal and Torres Strait Islander land rights.

The petitions consist of two barks that were presented to the House of Representatives on 14 August 1963 by Mr John Nelson, the Member for the Northern Territory and Mr William Wentworth, the Member for Mackellar. After the representativeness of the petitions was questioned in the House, Mr Arthur Calwell, Leader of the Opposition, and Mr Kim Beazley, Member for Fremantle, presented petitions with identical wording on 28 August 1963. These petitions were accompanied by three foolscap sheets containing the thumb prints of 31 elders indicating the support of the entire community for the petitions.

The Department of the House of Representatives receives regular requests for use of images of the bark petitions particularly in educational and academic texts. These requests are normally agreed, the department advising on what kind of reproduction is permissible and assisting parties requesting permission to liaise with the Yirrkala community. The department also receives occasional requests for loan of the petitions themselves. The original bark petitions are conserved and on display in Parliament House and have never been displayed outside of the building due to their fragility.

In 2015 Speaker Bishop agreed to loan the thumb print documents for display at the 14th Istanbul Biennial. This was the first time any of the documents associated with the Yirrkala bark petitions have been displayed outside of

Parliament House, let alone Australia. The loan was supported by the community at Yirrkala and proceeded with the assistance of staff from the Department of Parliamentary Services as to conservation requirements.

Name	His or Her Mark	Witness
Daymbelija Djarjila Djalalyla	His own signature	
+	MUNGURRAWUY	Djalalyla
+	BALUN	wandjig.
+	YAMA	Dadajingga
+	DJUTJATJATTA	nyubilibzu
+	LİYAWUKUMU	Larakan
X	MITIKI	Larakan
+	BUNUNGU	DJuffi
+	NARRITJIN	DJuffi

One of the Yirrkala Thumb Print sheets



Welcome smoking ceremony

The Jawun program connects Government, corporate and philanthropic organisations with Aboriginal and Torres Strait Islander organisations around Australia. Through a partnership model it emphasises working to empower Aboriginal and Torres Strait Islander peoples rather than simply providing services.

The Parliamentary Budget Office (PBO) shared the skills of one of its analysts for six weeks in August/September 2015 under the Jawun Indigenous Community Australian Public Service Secondment Program.

The PBO analyst worked with 'The Glen', a residential drug and alcohol rehabilitation centre run by the Ngaimpe Aboriginal Corporation. Working alongside Aboriginal and Torres Strait Islander peoples at The Glen, the analyst was able to make a difference in improving the physical

and mental health outcomes of The Glen's clients by developing systems and proposals to increase access to health services.

The analyst was also involved in developing a partnership with a local university, assisting with the business planning and expansion of The Glen's lawn mowing business, and contributing to the Empowered Communities first priorities proposal for the Central Coast.

The experience has provided the PBO analyst with a much better understanding of the issues facing Aboriginal and Torres Strait Islander peoples, as well as those facing people affected by drug and alcohol abuse. On his return to the PBO, the analyst shared his experiences with the Office, which contributed to all staff in the PBO increasing their awareness of Aboriginal and Torres Strait Islander matters.

THE PARLIAMENT HOUSE ART COLLECTION

Since the formation of the Parliament House Art Collection in the 1980s, Aboriginal and Torres Strait Islander art has been a collecting priority. Of the 3,500 contemporary works in the rotational collection, more than 500 are by Aboriginal and Torres Strait Islander artists. Artists from every state and territory and from urban as well as regional and remote areas of Australia are represented across a number of media including painting, photography, glass, ceramics, bark paintings, prints, drawings, weaving and textiles.

A significant part of the Parliament's commitment to Reconciliation is the acquisition and public display of major Aboriginal and Torres Strait Islander artworks. Each year the Art Advisory Committee, which is chaired by the Presiding Officers, approves the acquisition of a major Aboriginal and/or Torres Strait Islander artwork to be publicly unveiled during National Reconciliation Week.

In 2015, National Reconciliation Week at Parliament House culminated with the unveiling of *Bushfire at Ngak-Pungarichan, 2013*, by Kugu artist Mavis Ngallametta. This was the first work from the Aurukun region, on the Cape York Peninsula, in Far North Queensland to be acquired for the Parliament House Art Collection. Mavis Ngallametta was not able to attend the unveiling, but she sent the following message:

I'm delighted one of my paintings is going to be in Parliament House. My paintings are about my country and my tribal place and I hope the people in the big house see something of my land and our culture.



Mavis NGALLAMETTA (1944 -) Kugu Uwanh people, *Bushfire at Ngak-Pungarichan, 2013*, Parliament House Art Collection, Photo credit: David Foote, Auspic

The Parliament House Art Collection is managed in accordance with the Charter of Principles for Publicly Funded Collecting Institutions. The Charter provides a framework that promotes professional best practice in the acquisition and management of artworks by Aboriginal and/or Torres Strait Islander artists across the nation. The Parliament House Art collection is committed to the application of best practice policies and procedures in all aspects of our dealings with Aboriginal and/or Torres Strait Islander artists and their works of art.

1. RELATIONSHIPS

Parliament House is the work place of the Australian Parliament and the symbolic heart of Australia's democracy. It is important that the unique position of Aboriginal and Torres Strait Islander peoples' cultures and histories is recognised and integrated in our work.

ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
1. The RAP Champions Group (RCG) actively monitors RAP development and implementation of actions, tracking progress and monitoring	RAP Champions	July 2016	RCG oversees the development, endorsement and launch of the RAP.
	RAP Champions	February, May, August and November annually	RCG meets quarterly to monitor and report on RAP implementation.
	RAP Champions	August 2016	Establish Terms of Reference for the RAP Champions.
	RAP Champions	Each time a RAP Working Group (RWG) is established (reviewed annually in August)	Invite Aboriginal and Torres Strait Islander staff to participate in internal RAP Working Group(s) established to progress particular projects.
2. Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities to build and maintain relationships between events of particular significance to Aboriginal and Torres Strait Islander peoples and other Australians	DPS Assistant Secretary (AS) Parliamentary Experience	27 May - 3 June annually	Organise at least one internal event annually celebrating NRW.
	DPS AS Parliamentary Experience	27 May - 3 June annually	Register our NRW event via Reconciliation Australia's NRW website.
	RAP Champions	27 May - 3 June annually	Support an external NRW event.
	RAP Champions	27 May - 3 June annually	Ensure RAP Champions participate in an external event to recognise and celebrate NRW.
	DPS AS Parliamentary Experience	27 May - 3 June annually	Conduct tours of Aboriginal and Torres Strait Islander art during NRW.
	DPS AS Parliamentary Experience	27 May - 3 June annually	Aboriginal and Torres Strait Islander flags will be flown at APH in NRW.



ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
3. Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes	RAP Champions	June 2016	Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders.
	RAP Champions	December 2017	Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement.
4. Raise internal and external awareness of our RAP to all internal and external stakeholders to promote reconciliation across our business and sector	RAP Champions	December 2016	Implement and review a strategy to communicate our RAP to all internal and external stakeholders.
	RAP Champions	Ongoing (reviewed annually in August)	Promote reconciliation through ongoing active engagement with our stakeholders.
5. Include other unique relationships, actions and targets related to your core business and vision for reconciliation	Parliamentary Education Office (PEO)	Ongoing (reviewed annually in August)	PEO outreach and Australian Parliament House (APH) teaching programs are regularly undertaken by Aboriginal and Torres Strait Islander peoples.
	RAP Champions HR Directors	Ongoing (reviewed annually in August)	Provide an opportunity for at least one staff member to participate in the Jawun Indigenous Australian Public Service Community Secondment Program.

2. RESPECT

Respect between Aboriginal and Torres Strait Islander Australians and non-Indigenous Australians is fundamental to the reconciliation process. We will continue to foster and improve knowledge and respect for the histories and cultures of First Australians within the parliamentary service and in our work so that Aboriginal and Torres Strait Islander peoples can be better represented for the benefit of the whole community.

ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
6. Engage employees in understanding the significance of Aboriginal and Torres Strait Islander cultural protocols, such as Welcome to Country and Acknowledgement of Country, to ensure there is a shared meaning	All Departments as appropriate	Ongoing (reviewed annually in August)	Invite a Traditional Owner to provide a Welcome to Country for at least one significant public event.
	RAP Champions	August 2016	Develop, implement and communicate a cultural protocol document for Welcome to Country and Acknowledgement of Country.
	RAP Champions	Ongoing (reviewed annually in August)	Develop a list of key contacts for organising a Welcome to Country and maintaining respectful partnerships.
	All Departments as appropriate	Ongoing (reviewed annually in August)	Include Acknowledgement of Country at the commencement of important internal and external meetings.
7. Engage employees in cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements	HR Directors	December 2016	Develop and implement a cultural awareness training strategy for our staff which defines cultural learning needs of employees in all areas of our business and considers various ways cultural learning can be provided (online, face to face workshops or cultural immersion).
	RAP Champions HR Directors	December 2016	Investigate opportunities to work with local Traditional Owners and/or Aboriginal and Torres Strait Islander consultants to develop cultural awareness training.
	RAP Champions HR Directors	Ongoing (reviewed annually in August)	Provide opportunities for RAP Champions, RWG members, HR managers and other key leadership staff to participate in cultural awareness training.



ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
8. Provide opportunities for Aboriginal and Torres Strait Islander staff to engage with their culture and communities by celebrating NAIDOC Week	HR Directors	Ongoing (reviewed annually in August)	Review HR policies and procedures to ascertain any barriers to staff participation in NAIDOC Week, and if barriers apply, identify means to address them.
	RAP Champions HR Directors	Ongoing (reviewed annually in August)	Provide opportunities for Aboriginal and Torres Strait Islander staff to participate with their cultures and communities during NAIDOC Week.
	Parliamentary departmental web administrators	1st Week July annually	Links to relevant websites with information on national, state and local events, are published on departmental Intranets in the lead up to NAIDOC Week.
	DPS AS Parliamentary Experience	1st Week July annually	Tours of Aboriginal and Torres Strait Islander art at APH during NAIDOC Week.
	DPS AS Parliamentary Experience	1st Week July annually	Aboriginal and Torres Strait Islander flags will be flown at APH in NAIDOC Week.
9. Schedule Aboriginal and Torres Strait Islander speakers and topics in APH seminars and lecture programs	Parliamentary Departments	Ongoing (reviewed annually in August)	Develop a schedule of speakers and topics to be delivered throughout the year, for example, through the Senate Occasional Lectures or DHR Parliamentary briefings.
10. Appropriately acknowledge significant Aboriginal and Torres Strait Islander anniversaries	Parliamentary Departments	December 2016	Develop a program of events to appropriately acknowledge major anniversaries, for example: 1967 referendum – 50th anniversary in 2017; Apology to the Stolen Generations— 10th anniversary, 13 February 2018.
11. Appropriately acknowledge and raise awareness of Aboriginal and Torres Strait Islander art	DPS AS Parliamentary Experience	March, annually	Ensure consultation is undertaken with Aboriginal and Torres Strait Islander artists and communities when developing interpretation for significant Aboriginal and Torres Strait Islander objects as part of permanent displays within Parliament House.
	DPS AS Parliamentary Experience	Ongoing (reviewed annually in August)	Ensure that the management of the Parliament House Art Collection continues to adhere to the Charter of Principles for Publically Funded Collecting Institutions which promotes best practice in the acquisition and management of artworks by Aboriginal and Torres Strait Islander artists.

3. OPPORTUNITIES

Creating employment and business opportunities for Aboriginal and Torres Strait Islander Australians will enable the parliamentary service to help close the gap on Aboriginal and Torres Strait Islander marginalisation and enhance the diversity of our workforce.

ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
12. Investigate opportunities to improve and increase Aboriginal and Torres Strait Islander employment outcomes within our workplace	RAP Champions HR directors	June 2017	HR areas familiarise themselves with the Commonwealth Aboriginal and Torres Strait Islander Employment strategy.
	HR sections of each Parliamentary Department	Ongoing (reviewed annually in August)	Engage with existing Aboriginal and Torres Strait Islander staff to consult on employment strategies, including professional development.
	HR sections of each Parliamentary Department	Ongoing (reviewed annually in August)	Advertise vacancies in Aboriginal and Torres Strait Islander media in line with the Whole-of-Australian Government Advertising Arrangement.
	HR sections of each Parliamentary Department	Ongoing (reviewed annually in August)	Maintain statistics on our current Aboriginal and Torres Strait Islander staff to inform future employment opportunities.
	HR sections of each Parliamentary Department	June 2017	Review HR and recruitment policies and processes to align them with the Commonwealth Aboriginal and Torres Strait Islander Employment Strategy, as applicable to the Australian Parliamentary Service.
	The Department of the Senate, the Department of the House of Representatives and the Department of Parliamentary Services	June 2017	Explore the development and implementation of Aboriginal and Torres Strait Islander trainee and apprenticeship programs.



ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
13. Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation	Chief Financial Officers or Procurement Officers, as appropriate	Reviewed annually (June)	Ensure procurement policies reflect the Commonwealth Indigenous Procurement Policy 2015 and monitor procurement targets as appropriate (the applicable annual target for the parliamentary departments for the next two years are: 1.5% of contracts in 2016/17; and 2.0% of contracts in 2017/18.
	Chief Financial Officers or Procurement Officers, as appropriate	Reviewed annually (June)	Communicate to relevant staff the Supply Nation list of Aboriginal and Torres Strait Islander business that can be used to procure goods and services.
	Department of Parliamentary Services	June 2018	Develop at least one commercial relationship with an Aboriginal and/or Torres Strait Islander owned business.
	DPS AS Parliamentary Experience	Reviewed annually by the Art Advisory Committee at its October meeting	Continue existing commitment to the acquisition of works by Aboriginal and Torres Strait Islander artists for the Parliament House Art Collection and also continue to buy as close to the source as possible.

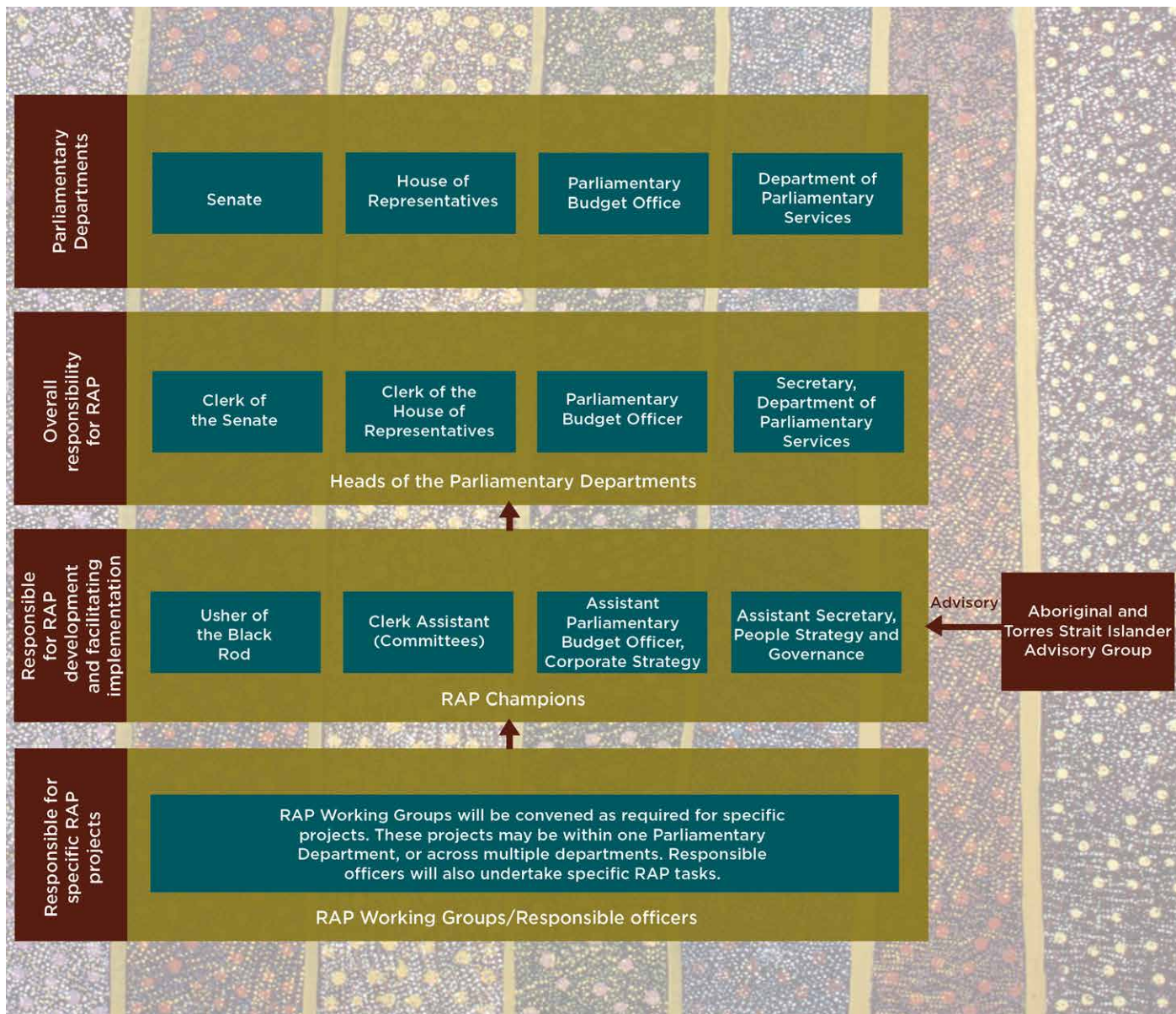
4. TRACKING PROGRESS AND REPORTING

We stand accountable for meeting our commitments under our RAP.

ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
14. Report RAP achievements, challenges and learnings to Reconciliation Australia	RAP Champions	September, annually	Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.
	RAP Champions	2016	Investigate participating in the RAP Barometer.
15. Report RAP achievements, challenges and learnings internally and externally	RAP Champions	August 2016, and subsequently ongoing (reviewed annually in August)	Publicly report our RAP achievements, challenges and learnings.
16. Review and develop new RAP	RAP Champions	January 2018	Review, refresh and update RAP based on learnings, challenges and achievements.
	RAP Champions	February 2018	Send draft RAP to Reconciliation Australia for formal feedback and endorsement.



RAP RESPONSIBILITIES



Contact: rap@aph.gov.au

(Front cover)

Jeannie Long Petyarre, (born c.1957), Anmatyerre/Anmatyerr people, Untitled (Yam seed Dreaming), 1997, Parliament House Art Collection, Canberra. © the artist licensed by Aboriginal Artists Agency Ltd

(Inside front cover)

Mick Wikilyiri (born c. 1935), Sandra Ken (born 1968), Tjungkara Ken (born 1969), Marinka Tunkin (unknown), Yaritji Young (born 1955) Pitjanjatjara people, Ngayuku ngura (My country), 2012. Parliament House Art Collection, Canberra.





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