

# Aboriginal Employment and Career Development Strategy Action Plan

## Department of Treasury and Finance

### Commitment

**Action Plan Duration: 01/07/2022 – 30/06/2023**


The Department of Treasury and Finance (DTF) is committed to recruiting, retaining and developing Aboriginal employees and commits to achieving the following achievable actions by 30 June 2023. Progress of Agency deliverables are tracked through the annual reporting process to the Commissioner for Public Employment to ensure outcomes are achieved.

| Agency Actions |  |   |                     |
|----------------|--|---|---------------------|
| Key Focus Area | Action   | Measure   | Timeframe           |
| Targets        | Senior management actively promotes the strategy and works towards DTF's Aboriginal employment target.   | An increase in number of Aboriginal employees.  | Life of the program |
|                | Develop the Aboriginal Employment and Career Development Strategy Action Plan.   | Identify actions to increase the number of Aboriginal employees in the agency.  | Aug 2022            |
|                | Report progress of the DTF AECDS action plan to OCPE annually.   | Submit annual progress report advising target outcomes achieved to increase Aboriginal employees, development, retention and creating a safe and inviting workplace for Aboriginal staff. | June 2023           |
| Attraction     | Work with DCDD Early Careers to promote careers in DTF (accounting, economics, business) and the broader public sector as an important local career option.                        | Promotional material created and updated to incorporate DTF career pathways and promoted to target audience.  | Life of the program |
|                | Advertise for an Aboriginal Cadetship position as part of DTF's tertiary studies cadet program and refresh the recruitment documentation to ensure it is written in plain English. | Engage an Aboriginal Cadet and review placement to understand and identify enhancements to program to inform future placements.   | 2022-2023           |

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| Key Focus Area    | Action  | Measure   | Timeframe |
|-------------------|---|---|-----------|
| Retention         | Continue to apply special measures for all positions advertised.  | Increase applications from Aboriginal applicants.   | 2022-2023 |
|                   | Encourage Aboriginal staff to attend 2023 NTPS Aboriginal employee forum.   | Enable contribution to the NTPS Aboriginal workforce strategy.  | 2023      |
| Leadership        | Continue to apply special measures in recruitment to increase Aboriginal representation in senior leadership roles. | Increase applications from Aboriginal applicants for leadership roles.  | 2022-2023 |
| Workplace Culture | Ensure all staff participate in cross cultural training.  | Promote the essential training requirement to DTF staff.<br>Report on participation and completion rates at SHRC on a quarterly basis.<br>Work toward a target of 100% completion by June 2023.                 | June 2023 |
|                   | Promote and embed the practice of acknowledging Country for all meetings in DTF.                                    | Invite staff to include an Acknowledgement of Country in email signature block.<br>Acknowledge Country in all DTF meeting rooms.  | June 2023 |
|                   | Promote NAIDOC week celebrations and recognition ceremonies.  | Increase awareness of the significance of NAIDOC week and enable staff to learn about and celebrate Aboriginal culture.<br>Promote the NAIDOC leave provisions and release staff to attend NAIDOC celebrations. | June 2023 |

## Endorsement

| Action Plan Endorsement |   |      |             |
|-------------------------|---|------|-------------|
| Name                    | Craig Graham  |      |             |
| Title                   | Under Treasurer   |      |             |
| Agency                  | Department of Treasury and Finance  |      |             |
| Signature               |  | Date | August 2022 |