INDIGENOUS EMPLOYMENT INDEX - QUESTIONNAIRE

Acknowledgement of Country

We would like to Acknowledge Country and the Traditional Owners of the various lands that we live and work on. We pay our respect to Elders past and present and we commit to being grounded in inclusiveness and cultural respect.

Use of term Indigenous

We have chosen to use the term Indigenous to refer to Aboriginal and Torres Strait Islander people to reflect the national scale of this research. We respect and acknowledge the diversity of communities, identities, and clan groups for all Indigenous people of Australia. While we recognise Indigenous peoples have different preferences regarding the use of terms Indigenous and Aboriginal and Torres Strait Islander, and that many may prefer to be known by their specific group name or Country, as Traditional Owner's, or First Nation's People, the terminology used in this project reflects a considered and deliberate approach. We have developed a research process that values Indigenous ways of knowing and being and is built on self-determination. We hope that you are comfortable with our approach to inclusive terminology.

Indigenous Employment Index

While there has been progress over recent decades when it comes to increasing Indigenous employment, a significant gap remains. An ongoing challenge to achieving parity is the lack of data and limited reporting on Indigenous employment. Without data, we cannot make informed decisions to close the employment gap. We are seeking to solve part of this challenge through the Indigenous Employment Index. Minderoo Foundation – Generation One, Murawin and the Bankwest Curtin Economics Centre (BCEC) are working together to develop this important index.

Generation One is an initiative of Andrew and Nicola Forrest's Minderoo Foundation, committed to creating parity with and for Indigenous Australians within one generation. Generation One supports employment outcomes through partnerships that focus on training, education, and social policy reform.

Murawin is a national, Indigenous-owned consulting agency with specialty work streams across evaluation and research, strategy and policy, facilitation, and place-based engagement. Murawin is led by Carol Vale, a Dunghutti woman, and brings together a team of skilled social researchers to undertake all consultations with Aboriginal and Torres Strait Islander participants for this project.

The BCEC is an independent economic and social research organisation located within the Curtin Business School at Curtin University. The Centre was established in 2012 through the generous support of Bankwest (a division of the Commonwealth Bank of Australia), with a core mission to undertake high quality, objective research on the key economic and social issues of relevance to Western Australia.

As part of the methodology for the Indigenous Employment Index we will collect and analyse quantitative and qualitative data, the purpose of this survey is to collect the quantitative data. The survey consists of five domains each of which capture different key themes:

Domain 1: Commitment, governance, and reporting
Domain 2: Workplace culture and leadership
Domain 3: Attraction and recruitment
Domain 4: Engagement, retention, and development
Domain 5: Indigenous community engagement

Tips on taking the online surveys:
- ✓ *You must complete all questions.*
- ✓ *You can resume the questionnaire where you stopped by using the same computer and browser when opening the survey.*
- ✓ *You must complete and submit by clicking the arrow icon at the bottom right below the final question.*
- ✓ *You cannot edit responses after submission.*
- ✓ *Words in blue contain definitions which can be seen by hovering the cursor over them.*
- ✓ *For Test & Learn Employers, please clear the browser's cache & cookies if you want to open the latest surveys.*

If you have any questions regarding the questionnaire or need assistance, please feel free to contact:
Jaslin Kalsi (Jaslin.Kalsi@curtin.edu.au) or Lili Loan Vu (lili.loanvu@curtin.edu.au) Phone: +61 8 9266 4964

Consent

The information collected within the questionnaire is confidential. Your company name will be removed, and only aggregate results will be reported. A copy of your responses will be kept secure in a password protected file accessible only to members of the research team. This will be kept for up to 7 years after the project is finished. The information you provide will only be used for this project about employment parity, and for publications and presentations related to this project. It will not be used for any other reason without your permission. By participating in this study, you are agreeing to provide the most honest answers you can. You are required to complete the questionnaire before your session expires on 29th October 2021. By selecting "I agree", you are consenting to the conditions described above.

☐ I agree

What is the name of your organisation?

[   ]

What is the total number of your Australian-based employees?

Based on the total number of employees – not including contractors/labour hire, school-based trainees or university interns.

[   ]

In which Australian States/Territories are your employees based?

Select ALL that apply.

☐ ACT   ☐ NT   ☐ NSW   ☐ QLD   ☐ SA   ☐ TAS   ☐ VIC   ☐ WA

Domain 1: Commitment, Governance and Reporting

What is the name of the respondent?

[   ]

What is the title of the respondent?

[   ]

What is the email address of the respondent?

[   ]

Sub-domain: Policies and strategies

Indicator name: Diversity and Inclusion Strategy

1. Does your organisation have a Diversity & Inclusion strategy?

Diversity refers to the mix of people in an organisation. Inclusion refers to getting the mix of people in an organisation to work together to improve performance and wellbeing. Inclusion in a workplace is achieved when a diversity of people (e.g., ages, cultural backgrounds, genders, perspectives) feel that they are respected, connected, contributing their perspectives and talents to the workplace and progressing in their career at work (i.e. have equal access to opportunities and resources).

A strategy is a plan of action designed to achieve one or more of an organisation's objectives. Strategies fill the gap between "where we are" and "where we want to be", that is, "how are we going to get there?" They relate to how an organisation allocates and uses materials and human resources and require an executive decision.

Select one option.

☐ **A) Yes, externally and internally published**

☐ **B) Yes, internally published only**

☐ **C) No, under development**

☐ **D) No**

1.1. If you select A or B in Question 1, does your Diversity & Inclusion strategy include Indigenous employment as a key strategic priority?

Select one option.

☐ **A) Yes**

☐ **B) No**

Indicator name: Diversity and Inclusion Policy

2. Does your organisation have a current Diversity and Inclusion policy?

Policies are the guidelines, rules and procedures developed by an organisation to govern its actions (often in recurring situations). They define the limits (do's and don'ts) within which decisions must be made. They are widely communicated and available to all staff.

Select one option.

☐ **A) Yes, externally and internally published**

☐ **B) Yes, internally published only**

☐ **C) No, under development**

☐ **D) No**

Indicator name: Indigenous employment strategy or plan embedded into workplace

3. Does your organisation have an Indigenous employment strategy or plan?

Select ALL that apply.

☐ **A) Yes, externally and internally published (e.g. dedicated Indigenous employment strategy)**

☐ **B) Yes, internal Indigenous employment strategy or plan only**

☐ **C) No, Indigenous employment strategy or plan under development**

☐ **D) No**

3.1. If you select A or B in Question 3, how long has your organisation had an Indigenous employment strategy/plan?

Select one option.

☐ **A) Under 12 months**

☐ **B) 1-2 years**

☐ **C) 3-5 years**

☐ **D) 6-9 years**

☐ **E) 10+ years**

3.2. If you select A or B in Question 3, is your Indigenous employment strategy/plan led by an Indigenous employee?

Select one option.

☐ **A) Yes**

☐ **B) No**

3.3. If you select A or B in Question 3, does your organisation have an executive leader sponsor for your Indigenous employment strategy or plan?

*Definition of organisational hierarchy are **CEO** > **Executive Leadership Team** (reports to the CEO) > **Senior Leader** (General Manager, Head of and above)*

Select one option.

☐ **A) Yes, CEO or Executive Leader**

☐ **B) Yes, Senior Leader who reports to a leader in the Executive Leadership team**

☐ **C) Yes, Senior Leader sponsor**

☐ **D) No, but currently exploring**

☐ **E) No**

4. Does your organisation have a Reconciliation Action Plan (RAP)?

Select one option.

☐ **A) Yes (please specify which level)** [   ]

☐ **B) No, under development**

☐ **C) No**

Indicator name: Supplier influence – Indigenous employment targets as part of supplier contracts (procurement and supplier diversity policy or targets)

5. In tender processes, does your organisation give weight to tendering parties' diversity strategy?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

6. In tender processes, does your organisation give weight to tendering parties' Indigenous employment programs?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

7. In tender processes, does your organisation give weight to Indigenous-owned businesses?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

Indicator name: External funding source for Indigenous employment strategies and activities

8. Does your organisation receive external funding for Indigenous employment activities?

Select ALL that apply.

☐ **A) Yes, government**

☐ **B) Yes, other (please provide)**

☐ **C) No, currently exploring**

☐ **D) No**

Sub-domain: Targets and Accountability

Indicator name: Indigenous employment targets are set and routinely reported

9. Does your organisation have Indigenous employment targets?

*A **target** is an achievable, time-framed goal that an organisation can set to focus its efforts. Targets are different from quotas in that they are set by an organisation to suit their own results and timeframes. Quotas are set by an external body with the authority to impose them.*

Select one option.

☐ **A) Yes, externally and internally published**

☐ **B) Yes, internally published only**

☐ **C) No, under development**

☐ **D) No**

10. Does your organisation routinely report on progress towards Indigenous employment targets?

Select one option.

☐ **A) Yes, externally and internally published**

☐ **B) Yes, internally published only**

☐ **C) No, under development**

☐ **D) No**

Indicator name: Indigenous retention data and trends are routinely reported

11. Is Indigenous employment data regularly reported to your Executive Leadership team?

Select one option.

☐ **A) Yes, at least monthly**

☐ **B) Yes, at least quarterly**

☐ **C) Yes, at least annually**

☐ **D) No, currently exploring**

☐ **E) No**

12. Is Indigenous employment data regularly reported to your Board?

Select one option.

☐ **A) Yes, at least monthly**

☐ **B) Yes, at least quarterly**

☐ **C) Yes, at least annually**

☐ **D) Yes, other**

☐ **E) No, currently exploring**

☐ **F) No**

Indicator name: Indigenous employment KPIs are reviewed and analysed at leadership levels

13. Do your leaders have key performance indicators (KPIs) for Indigenous employment?

Select one option.

☐ **A) Yes – it applies to all leaders at certain levels**

☐ **B) Yes – it only applies to leaders in certain roles**

☐ **C) No, currently exploring**

☐ **D) No**

Indicator name: Leader accountability is included in performance goals and is reviewed regularly in leadership team meetings

14. How regularly do you review progress against the key performance indicators (KPIs)?

Select one option.

☐ **A) Weekly**

☐ **B) Monthly**

☐ **C) Quarterly**

☐ **D) Annually**

☐ **E) No, currently exploring**

☐ **F) No**

Domain 2: Workplace Culture and Leadership

What is the name of the respondent?

☐

What is the title of the respondent?

☐

What is the email address of the respondent?

☐

Sub-domain: Indigenous Cultural Awareness and Capability

Indicator name: Indigenous cultural awareness learning provided to all employees

1. Has your organisation conducted an Indigenous cultural learning needs analysis or framework for your organisation?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

2. Does your organisation provide Indigenous cultural learning for your employees?

Cultural immersion is actively integrating into an unfamiliar community, interacting with local people, and seeking to understand the way others live in that community by being there and engaging in daily life activities. Examples:

- *On country or virtual secondments or Executive visits e.g. Jawun or Clontarf partnerships or direct community partnerships*
- *Community Executives visits e.g. direct community partnerships*
- *Regular and deep connections with a local community e.g. Clontarf partnerships or direct community partnerships*
- *Annual deep connection with a local community e.g. direct community partnerships*

Examples of **Online learning**:

- 90mins online learning with self-assessment developed internally or purchased externally

Examples of **Face-to-face/Virtual learning**:

- 1-day face to face or virtual learning with self-assessment developed and facilitated internally or developed and delivered externally.

Please provide an answer for each row.

	Online		Face-to-face/ Virtual		Cultural Immersion		Other modes (please specify)
	Yes	No	Yes	No	Yes	No	
For everyone	☐	☐	☐	☐	☐	☐	
For new hires	☐	☐	☐	☐	☐	☐	
For targeted employees who work with Indigenous customers/clients/ communities	☐	☐	☐	☐	☐	☐	
Targeted learning for leaders who work with Indigenous employees	☐	☐	☐	☐	☐	☐	
Targeted learning for Senior Leaders	☐	☐	☐	☐	☐	☐	
Targeted learning for Executive leadership team	☐	☐	☐	☐	☐	☐	

3. Where you deliver online cultural learning, is this required or optional for <u>all</u> Australian based employees?

Select one option.

☐ **A) Required**

☐ **B) Optional**

☐ **C) Not applicable**

4. Do you track completion of Indigenous cultural learning?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

☐ **D) Not applicable**

4.1. If you select Yes in Question 4, how often do you report on completion of Indigenous cultural learning?

Select one option.

☐ **A) On an ad hoc basic**

☐ **B) Monthly**

☐ **C) Quarterly**

☐ **D) Annually**

4.2. If you select Yes in Question 4, what is your current percentage (%) of online learning completion for your total number of Australian based employees?

☐ %

5. Do you measure and evaluate the cultural awareness learning?

Select one option.

☐ **A) Yes**

☐ **B) No**

☐ **C) Not applicable**

5.1. If you select Yes in Question 5, how do you measure and evaluate the cultural awareness learning?

Select ALL that apply.

☐ **A) Survey**

☐ **B) Interviews**

☐ **C) Impact assessment**

☐ **D) Other**

Indicator name: Celebrating and respecting Indigenous culture in the workplace

6. Does your organisation celebrate National Reconciliation Week and NAIDOC Week?

National Reconciliation Week (NRW): time for all Australians to learn about our shared histories, cultures, and achievements, and to explore how each of us can contribute to achieving reconciliation in Australia.

NAIDOC Week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples.

Select ALL that apply.

	National Reconciliation Week	NAIDOC Week
Yes, we hold an internal event	☐	☐
Yes, communications campaign	☐	☐
Yes, attend external events	☐	☐
None of the above	☐	☐

7. Does your organisation celebrate other Indigenous cultural events throughout the year?

Select one option.

☐ **A) Yes (please state)** [_____]

☐ **B) No**

8. Do your employees acknowledge Country at significant internal events?

Select one option.

☐ **A) Yes**

☐ **B) No**

9. Do you measure and evaluate your organisation's participation in Indigenous cultural events?

Select one option.

☐ **A) Yes**

☐ **B) No**

☐ **C) Not applicable**

9.1. If you select Yes in Question 9, how do you measure and evaluate these events?

Select ALL that apply.

☐ **A) Survey**

☐ **B) Interviews**

☐ **C) Impact assessment**

☐ **D) Other**

Sub-domain: Cultural Safety

Indicator name: All Indigenous-related work is Indigenous led and informed

10. When your organisation is working with Indigenous communities or on Indigenous topics (internally or externally), do you routinely seek Indigenous input into program design?

Select one option.

☐ **A) Yes, we have a formal process for this**

☐ **B) Yes, informally, ad hoc**

☐ **C) No, currently exploring**

☐ **D) No**

☐ **E) Not applicable**

11. When you consult Indigenous people (internal or external Indigenous people), do you provide remuneration for this work?

Select ALL that apply.

☐ **A) Yes, we remunerate all external Indigenous advisors/organisations**

☐ **B) Yes, we remunerate all internal Indigenous advisors**

☐ **C) We ensure that internal advice is included in the Indigenous employee's substantive work**

☐ **D) No**

☐ **E) Not applicable**

Indicator name: Culturally appropriate employee support

12. Does your organisation have an Employee Assistance Program (EAP)?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

12.1. If you select Yes in Question 12, does your organisation have an Employee Assistance Program (EAP) with specific services for your Indigenous employees?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

12.2. If you select Yes in Question 12 (you do provide specific EAP services), do you track the uptake from your Indigenous employees?

Select one option.

☐ **A) Yes**

☐ **B) Not Applicable – number of Indigenous employees are too low to maintain anonymity**

☐ **C) No, currently exploring**

☐ **D) No**

12.3. If you select Yes in Question 12, do you report the uptake of EAP services which are specifically for your Indigenous employees to Senior Leadership?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

Indicator name: Opportunity for Indigenous employees to connect – peer support

13. Does your organisation have an Indigenous employee network?

Select one option.

☐ **A) Yes, it is resourced**

☐ **B) Yes, informal only, no funding**

☐ **C) No**

Indicator name: Mechanisms to support feedback and complaints

14. Are Indigenous considerations embedded into any of the following policies and procedures (e.g. Indigenous discrimination and harassment including racism complaints):

Select ALL that apply.

☐ **A) Code of Conduct/Anti-discrimination**

☐ **B) Complaint/Grievance/Dispute Resolution**

☐ **C) None of the above**

15. Does your organisation provide learning for all managers on race-based harassment and discrimination prevention with reference to Indigenous people?

Select one option.

☐ **A) Yes, at regular intervals**

☐ **B) Yes, at induction only**

☐ **C) No, currently exploring**

☐ **D) No**

Indicator name: Feedback sought from Indigenous employees on inclusion and cultural safety

16. Does your organisation have feedback mechanisms for capturing the lived experiences of Indigenous employees?

Select one option.

☐ **A) Yes, on a regular basic**

☐ **B) Yes, on an ad hoc basic**

☐ **C) No, currently exploring**

☐ **D) No**

16.1. If you select A or B in Question 16, how does your organisation collect feedback from Indigenous employees on their lived experiences?

Select ALL that apply.

☐ **A) Survey**

☐ **B) Consultative committee or group**

☐ **C) Focus groups**

☐ **D) Exit interviews**

☐ **E) Performance discussions**

16.2. If you select A or B in Question 16, who do you share the insights of Indigenous employees' lived experiences with?

Select ALL that apply.

☐ **A) Board**

☐ **B) Executive**

☐ **C) Leadership**

☐ **D) Managers/Supervisors**

Sub-domain: Authentic organisational leadership

Indicator name: Leadership commitment to reconciliation

17. Does your Executive leadership team communicate regularly about your organisation's commitment to reconciliation?

Select ALL that apply.

☐ **A) Yes, at reconciliation or Indigenous related events**

☐ **B) Yes, at a wide range of events**

☐ **C) Yes, through internal communication channels**

☐ **D) No**

18. Who leads your reconciliation strategy/plan?

Select ALL that apply.

☐ **A) Indigenous leaders and non-Indigenous leaders**

☐ **B) Non-Indigenous leaders**

☐ **C) Indigenous leaders**

☐ **D) CEO**

☐ **E) Executive leader/sponsor**

☐ **F) Not applicable, our organisation does not have reconciliation strategy**

19. Do you have a working group driving Indigenous reconciliation?

Select one option.

☐ **A) Yes, with Indigenous members only**

☐ **B) Yes, with non-Indigenous members only**

☐ **C) Yes, with Indigenous and non-Indigenous members**

☐ **D) No, currently exploring**

☐ **E) No**

Indicator name: Leaders demonstrate cultural protocols and considerations during decision making

20. Are/Do your leaders:

Please provide an answer for each row.

	Yes	No
provided with learning or resources on Indigenous protocols?	☐	☐
consistently acknowledge Country at significant internal events?	☐	☐
personalise their Acknowledgement of Country?	☐	☐

Domain 3: Attraction and Recruitment

What is the name of the respondent?

[   ]

What is the title of the respondent?

[   ]

What is the email address of the respondent?

[   ]

Sub-domain: Indigenous Recruitment Processes and Support

Indicator name: Attraction and recruitment strategy or process

1. Does your organisation have an Indigenous attraction and recruitment strategy/plan?

*A **strategy** is a plan of action designed to achieve one or more of an organisation's objectives. Strategies fill the gap between "where we are" and "where we want to be", that is, "how are we going to get there?" They relate to how an organisation allocates and uses materials and human resources and require an executive decision. EVP: Employee Value Proposition.*

Select ALL that apply.

	Yes	No, currently exploring	No
Our organisation has a strategy/plan	☐	☐	☐
Our organisation has a targeted Indigenous Employee Value Proposition (EVP)	☐	☐	☐

Indicator name: Dedicated employees or team for Indigenous attraction and recruitment

2. How is your Indigenous recruitment managed?

Select ALL that apply.

☐ **A) By a dedicated Indigenous employee or team**

☐ **B) By the general recruitment/talent acquisition team**

☐ **C) External third-party provider**

☐ **D) None of the above**

Indicator name: Indigenous candidates identified through recruitment funnel (application, interview, offer, hire)

3. At what point in the recruitment funnel are Indigenous candidates first identified?

Select one option.

☐ **A) At application**

☐ **B) At interviews**

☐ **C) At offer**

☐ **D) At hire**

☐ **E) None of the above, but currently exploring**

☐ **F) None of the above**

3.1. If you selected option A in Question 3 (you identify Indigenous candidates at application), do all Indigenous candidates who meet requirements of the job description, have a guaranteed interview?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

Indicator name: Feedback for unsuccessful Indigenous applicants

4. Is feedback provided for unsuccessful Indigenous interviewees?

Select one option.

☐ **A) Yes, routinely along with all unsuccessful interviewees**

☐ **B) Yes, targeted feedback to unsuccessful Indigenous interviewees**

☐ **C) No, currently exploring**

☐ **D) No**

Sub-domain: Roles Availability

Indicator name: Measures to promote or guarantee sustainable Indigenous employment

5. Do you have positions that are targeted for Indigenous candidates only?

Select one option.

☐ **A) Yes, (please provide an example)** _____

☐ **B) No, currently exploring**

☐ **C) No**

Sub-domain: Developing a Pipeline and Pre-Employment Support

Indicator name: Ongoing engagement with potential Indigenous employees

6. What ongoing community engagement does your organisation have with potential Indigenous employees?

Select ALL that apply.

☐ **A) Indigenous recruitment agencies**

☐ **B) Recruitment agencies**

☐ **C) Involvement in indigenous community programs**

☐ **D) Ambassador programs**

☐ **E) Careers/job fairs**

☐ **F) Social media sites**

☐ **G) Other (please state)** [   ]

☐ **H) None, currently exploring**

☐ **I) None**

6.1. If you select A or B in Question 6, at which levels are recruitment agencies used to attract Indigenous candidates?

Select ALL that apply.

☐ **A) Traineeships**

☐ **B) Internships**

☐ **C) New hires**

☐ **D) Senior leadership roles**

☐ **E) None, currently exploring**

☐ **F) None**

Indicator name: Support provided to applicants to become job-ready

7. Does your organisation provide any of the following support to applicants?

Please provide an answer for each row.

	All applicants	Targeted only, including Indigenous applicants	Not applicable
Support with CVs or resumes	☐	☐	☐
Interview coaching	☐	☐	☐
Medical assessments are paid for	☐	☐	☐
National Police Clearance of Working with Children's Checks are paid for	☐	☐	☐
Licences (e.g. drivers) are paid for	☐	☐	☐
Other (please state)	☐	☐	☐

Domain 4: Engagement, Retention and Development

What is the name of the respondent?

[   ]

What is the title of the respondent?

[   ]

What is the email address of the respondent?

[   ]

Sub-domain: Participation

Indicator name: Proportion of Indigenous employees

1. Does your organisation identify Indigenous status in your employee records?

Select one option.

☐ **A) Yes**

☐ **B) No**

2. Approximately how many Indigenous employees do you currently have, and what is their share of your total workforce?

Based on the total number of employees – not including contractors/labour hire, school-based trainees or university interns.

Please fill all entries where relevant information is available.

☐ **A) Number**   [   ]

☐ **B) Percentage**   [   ] %

☐ **C) Unable to say**

Indicator name: Demographic profile

3. Approximately what is the average tenure of your total workforce and Indigenous employees?

Please provide an <u>approximation</u> (%) share across each category and ensure this adds up to 100 for each column. Please provide information based on the total number of employees – not including contractors/labour hire, school-based trainees or university interns.

	Total workforce (%)	Total Indigenous employees (%)
<26 weeks		
27-52 weeks		
1-2 years		
3-5 years		
6-9 years		
10 or more years		
Do not collect		

4. Approximately what share of your total workforce and Indigenous employees is aged between:

Please provide an <u>approximation</u> (%) share across each category and ensure this adds up to 100 for each column. Please provide information based on the total number of employees – not including contractors/labour hire, school-based trainees or university interns.

	Total workforce (%)	Total Indigenous employees (%)
15 – 17 years		
18 – 24 years		
25 – 34 years		
35 – 44 years		
45 – 54 years		
55 – 64 years		
65+ years		
Do not collect		

5. Approximately what is the percent of female employees amongst your total workforce and Indigenous employees?

Please provide an <u>approximation</u> (%) share across each category and ensure this adds up to 100 for each column. Please provide information based on the total number of employees – not including contractors/labour hire, school-based trainees or university interns.

	Total workforce (%)	Total Indigenous employees (%)
Female employees (%)		
Do not collect		

6. Approximately what share of your total workforce and Indigenous employees hold the following qualifications?

Please provide an <u>approximation</u> (%) share across each category and ensure this adds up to 100 for each column. Please provide information based on the total number of employees – not including contractors/labour hire, school-based trainees or university interns.

	Total workforce (%)	Total Indigenous employees (%)
No qualification		
Year 12, Certificates I/II or equivalent		
Trade qualification, Certificates III/IV or equivalent		
Advanced Diploma, Diploma or equivalent		
University degree		
Do not collect		

7. Approximately what share of your total workforce and Indigenous employees are employed at the following levels?

Please provide an approximation (%) share across each category and ensure this adds up to 100 for each column. Please provide information based on the total number of employees – not including contractors/labour hire, school-based trainees or university interns.

	Total workforce (%)	Total Indigenous employees (%)
Entry level (No qualifications)		
Entry level (Apprentices)		
Entry level (Graduates)		
Team leader (Supervisor, Manager)		
Senior leaders and above including Executive Leadership Team (General Manager, Head of and above)		
Do not collect		

8. Approximately what share of your total workforce and Indigenous employees are employed in the following forms of employment?

Please provide an approximation (%) share across each category and ensure this adds up to 100 for each column. Please provide information based on the total number of employees – not including contractors/labour hire, school-based trainees or university interns.

	Total workforce (%)	Total Indigenous employees (%)
Permanent employment		
Fixed term employment		
Casual employment		
Do not collect		

9. Where are majority of your total workforce and Indigenous employees located?

The Rural, Remote and Metropolitan Area (RRMA) classification divides Australia into 3 zones and 7 classes. The metropolitan zone includes class M1 and M2. The rural zone includes R1, R2, and R3. The remote zone includes Rem1 and Rem2.

M1: Capital Cities; M2: Other Metropolitan Centres (urban centre population ≥ 100,000); R1: Large rural centres (urban centre population 25,000-99,000); R2: Small rural centres (urban centre population 10,000-24,999); R3: Other rural centres (urban centre population < 10,000); Rem1: Remote centres (urban centre population ≥ 5000); Rem2: Other remote centres (urban centre population < 5000)

Select one option.

	Total workforce	Total Indigenous employees
In metropolitan areas	☐	☐
In remote areas	☐	☐
In rural areas	☐	☐
Unable to say	☐	☐

Indicator name: Indigenous representation: Board, Executive Leadership Team, Senior Leadership/Management

10. Approximately what is your Indigenous representation?

Please provide an approximation share (%) across each category.

☐ **A) Board** ⬚ %
☐ **B) Executive Leadership Team** ⬚ %
☐ **C) Senior Leadership** ⬚ %

Sub-domain: Retention and employee engagement

Indicator name: Reason for employees leaving captured

11. Does your organisation have:

Select ALL the apply.

☐ **A) An exit survey**

☐ **B) An exit interview**

☐ **C) None of the above**

☐ **D) No, currently exploring**

Indicator name: Organisation has internal systems to identify Indigenous employees and representation

12. At what points do employees have the opportunity to identify as Aboriginal, Torres Strait Islander, or both Aboriginal and Torres Strait Islander?

Select ALL that apply.

☐ **A) During the application process**

☐ **B) Onboarding**

☐ **C) Updating existing employee records**

☐ **D) Employee surveys**

☐ **E) Exit survey**

☐ **F) Exit interview**

☐ **G) Other (please state)**

☐ **H) No, never**

Indicator name: Indigenous employee lens applied to people experience survey or employee engagement survey

12.1. If you select D in Question 12, do you analyse and report the responses of Indigenous employees compared to non-Indigenous employees?

Select one option.

☐ **A) Yes, we analyse and report responses**

☐ **B) Yes, we analyse responses but do not report them**

☐ **C) Not applicable – number of Indigenous employees are too low to maintain anonymity**

☐ **D) No, currently exploring**

☐ **E) No**

12.2. If you select D in Question 12, do you take action on learnings to continuously improve the experience for Indigenous employees?

Select one option.

☐ **A) Yes**

☐ **B) No**

Indicator name: Dedicated employees or team for Indigenous engagement

13. How is your Indigenous employee engagement managed?

Select ALL that apply.

☐ **A) Via a dedicated Indigenous employee or team**

☐ **B) Directly by the HR/People team**

☐ **C) Direct manager/leader**

☐ **D) Other**

☐ **E) None of the above**

Indicator name: Retention of Indigenous employees measured through HR system

14. In the past 12 months, what is the number of Indigenous new hires and the percentage of Indigenous new hires compared to the total number of employee new hires (not including contractors/labour hire)?

☐ **A) Percentage**   [   ]   **%**

☐ **B) Unable to say, we collect the data, but it is not reliable**

☐ **C) Unable to say, we do not collect the data**

15. In the past 12 months, how many Indigenous trainees/apprentices or interns have been brought on?

☐ **A) School based trainees/apprentices**   [   ]

☐ **B) Full time trainees/apprentices**   [   ]

☐ **C) University interns**   [   ]

☐ **E) Unable to say, we do not collect the data**

16. Approximately what percentage of your Indigenous trainees/apprentices or interns transition into ongoing employment with your company?

	Percentage (%)	Unable to say, we do not collect the data	Not applicable
Percentage of school-based trainees/apprentices		☐	☐
Percentage of full-time trainees/apprentices		☐	☐
Percentage of university interns		☐	☐

17. How does Indigenous employee retention compare to your overall workforce?

Select one option.

☐ **A) Higher**

☐ **B) Lower**

☐ **C) The same**

☐ **D) Don't know**

18. Has your Indigenous workforce increased or decreased as a proportion of your overall workforce over the last 12 months?

Select one option.

☐ **A) Increased due to better retention**

☐ **B) Increased due to increased hiring**

☐ **C) Increased due to both (better retention and increased hiring)**

☐ **D) Decreased**

☐ **E) Stayed the same**

☐ **F) Don't know**

Indicator name: Indigenous retention through restructure

19. Is there a process in place to report on retention of Indigenous employees during an organisational restructure?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

Indicator name: Indigenous lens applied to HR policies

20. Has your organisation made changes to HR Policies to ensure they are inclusive of Indigenous employee?

Select ALL that apply.

☐ **A) Yes, leave policy e.g. sorry business, cultural leave, (please state)**

☐ **B) Yes, flexibility policy e.g. working "on Country" (please state)**

☐ **C) Yes, parental leave e.g. kinship, guardianship (please state)**

☐ **D) Yes, other (please state)**

☐ **E) Yes, based on individual requests**

☐ **F) No, currently exploring**

☐ **G) No**

Sub-domain: Career pathways and promotion

Indicator name: Ongoing professional and career development opportunities for all Indigenous employees

21. For internal leadership development programs, do you have minimum Indigenous participation targets, or do you proactively target Indigenous participation in (non-Indigenous specific) leadership development (or other professional developments) offered at your organisation?

Select one option.

☐ **A) Yes**

☐ **B) No**

Sub-domain: Career pathways and promotion

Indicator name: Targeted Indigenous leadership development

22. Does your organisation encourage and promote focused development opportunities for Indigenous employees?

Select ALL that apply.

☐ **A) Yes, executive leader sponsor**

☐ **B) Yes, formal mentoring**

☐ **C) Yes, informal mentoring**

☐ **D) Yes, indigenous only professional programs**

☐ **E) Yes, secondments**

☐ **F) Yes, additional external study funding**

☐ **G) Yes, study leave**

☐ **H) Yes, support for employees entering the workforce**

☐ **I) Yes, other**

☐ **J) No, currently exploring**

☐ **K) No**

23. Are Indigenous perspectives, content or speakers incorporated into existing leadership development programs?

Select one option.

☐ **A) Yes, always**

☐ **B) Yes, often**

☐ **C) Sometimes**

☐ **D) Rarely**

☐ **E) No, never**

Indicator name: Indigenous employment lens applied to talent review process and promotions

24. Do you proactively identify Indigenous representation in your talent review process?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

25. Do you proactively identify Indigenous representation in your promotion process?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

26. For senior management roles, do you report on % Indigenous promotions compared to non-Indigenous promotions?

Select one option.

☐ **A) Yes**

☐ **B) No, currently exploring**

☐ **C) No**

Domain 5: Indigenous Community Engagement

What is the name of the respondent?

[   ]

What is the title of the respondent?

[   ]

What is the email address of the respondent?

[   ]

Sub-domain: Strategy and Partnership

Indicator name: Indigenous community engagement strategy in place

1. Is there an Indigenous pillar in your community engagement strategy?

Select one option.

☐ **A) Yes, formal strategy**

☐ **B) Yes, informal approach (e.g. respond to external requests)**

☐ **C) Yes, other (please state)** [   ]

☐ **D) No, currently exploring**

☐ **E) No**

Indicator name: Partnerships in place that impact and support Indigenous communities

2. Is your organisation involved in any Indigenous education related programs or partnerships to attract and retain Indigenous employees?

Select ALL that apply.

☐ **A) Yes, funding for scholarships, secondary or tertiary**

☐ **B) Yes, partnership with schools/universities**

☐ **C) Yes, funding for an Indigenous education/mentoring NGO**

☐ **D) Yes, support/funding for further education for current Indigenous staff**

☐ **E) Yes, school-based traineeships**

☐ **F) Yes, internships for university students**

☐ **G) Yes, we work with/support providers/NGOs who partner with education institutions**

☐ **H) Yes, work experience/career exposure for Indigenous students**

☐ **I) Yes, other (please specify)** [   ]

☐ **J) No, currently exploring**

☐ **K) No**

3. Does your organisations actively partner with any of the following stakeholders that actively work in this space:

Select ALL that apply

☐ **A) Australian Indigenous Mentoring Experience (AIME)**

☐ **B) Australian Indigenous Education Foundation (AIEF)**

☐ **C) Jawun**

☐ **D) Reconciliation Australia**

☐ **E) Clontarf Foundation**

☐ **F) Supply Nation**

☐ **G) Aboriginal Employment Strategy (AES)**

☐ **H) CareerTrackers**

☐ **I) First Australians Capital**

☐ **J) The Aurora Project**

☐ **K) Australian Indigenous Leadership Centre**

☐ **L) Australian Institute for Aboriginal and Torres Strait Islander Studies (AIATSIS)**

☐ **M) National Centre of Indigenous Excellence (NCIE)**

☐ **N) Business Council of Australia**

☐ **O) Yes, other (please specify)** [   ]

☐ **P) No**

Sub-domain: Indigenous Voices

Indicator name: Indigenous perspectives and representation for organisational activities and events

4. Does your organisation incorporate Indigenous perspectives into internal events, consultations, and employee communications?

Select one option.

☐ **A) Yes, across a wide variety of events and communications including non-Indigenous related**

☐ **B) Yes, when the content or event is Indigenous related**

☐ **C) No, currently exploring**

☐ **D) No**

Indicator name: Considered in marketing and communication

5. Do you use your Indigenous strategy to inform your marketing and communication?

Select one option.

☐ **A) Yes, both internal and external**

☐ **B) Yes, internal only**

☐ **C) Yes, external only**

☐ **D) No, currently exploring**

☐ **E) No**