# Aboriginal and Torres Strait Islander Peoples Employment Strategy (AES) Checklist

## Stage: Planning

**Suggested actions**

* The guiding framework is documented
* The AES is linked to corporate documents (workforce plan, equity targets, RAP, etc.)
* Are employment data or surveys available as a starting point?
* Organisation understands current workplace experience for Aboriginal and Torres Strait Islander employees?
* Organisation knows the factors that impact on Aboriginal and Torres Strait Islander employment?
* Organisation has a rationale for the AES – what you want to do, why, and what your targets are
* Organisation has considered other tools and initiatives to support the AES (RAP, etc.)
* Progress of strategies is monitored (could be a standing item of RAP committee)

## Stage: Development

**Suggested actions**

* Organisation Champions are identified and their role supported
* Existing Aboriginal and Torres Strait Islander employees are engaged to provide input and assist with strategies
* Leadership team is engaged – using the snapshot report and key messages from the organisation Champions
* Managers and supervisors are engaged – using the snapshot report and key messages from the organisation Champions and leadership team
* There is an organisation working group (consider the RAP group if it includes Aboriginal employees, leadership team, managers, Champions, etc.)
* AES is drafted and includes:
	+ Rationale
	+ Challenges
	+ Goals
	+ Strategies (attraction, recruitment, career pathways, etc.)
	+ Engage employees (staff meetings, all of office emails, etc.) to communicate key messages and commitments
	+ Develop reporting framework with identified performance measures and timelines

## Stage: Implementation

* Progress of strategies is monitored (could be a standing item of RAP committee)
* Outcomes of strategies are analysed
* Results are communicated to key stakeholders, celebrating achievements and highlighting areas for improvement

AES is reviewed and amended on an annual basis