



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

Stage	Suggested actions
Planning	
<input type="checkbox"/>	The guiding framework is documented
<input type="checkbox"/>	The AES is linked to corporate documents (workforce plan, equity targets, RAP, etc.)
<input type="checkbox"/>	Are employment data or surveys available as a starting point?
<input type="checkbox"/>	Organisation understands current workplace experience for Aboriginal and Torres Strait Islander employees?
<input type="checkbox"/>	Organisation knows the factors that impact on Aboriginal and Torres Strait Islander employment?
<input type="checkbox"/>	Organisation has a rationale for the AES – what you want to do, why, and what your targets are
<input type="checkbox"/>	Organisation has considered other tools and initiatives to support the AES (RAP, etc.)
<input type="checkbox"/>	Progress of strategies is monitored (could be a standing item of RAP committee)
Development	
<input type="checkbox"/>	Organisation Champions are identified and their role supported
<input type="checkbox"/>	Existing Aboriginal and Torres Strait Islander employees are engaged to provide input and assist with strategies
<input type="checkbox"/>	Leadership team is engaged – using the snapshot report and key messages from the organisation Champions
<input type="checkbox"/>	Managers and supervisors are engaged – using the snapshot report and key messages from the organisation Champions and leadership team
<input type="checkbox"/>	There is an organisation working group (consider the RAP group if it includes Aboriginal employees, leadership team, managers, Champions, etc.)
<input type="checkbox"/>	AES is drafted and includes: <ul style="list-style-type: none">• 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
Implementation	
<input type="checkbox"/>	Progress of strategies is monitored (could be a standing item of RAP committee)
<input type="checkbox"/>	Outcomes of strategies are analysed
<input type="checkbox"/>	Results are communicated to key stakeholders, celebrating achievements and highlighting areas for improvement
<input type="checkbox"/>	AES is reviewed and amended on an annual basis