



Attachment two

Aboriginal Cultural Inclusion Self Assessment Instrument

The *Aboriginal Cultural Inclusion Self Assessment Instrument* will assist organisations to undertake an assessment of their cultural inclusion - to identify strengths and areas for improvement in their responses to the needs of Aboriginal individuals, families and communities.

The questions are divided into four sections: leadership and governance; policies, programs and services; workforce; and working with other agencies and organisations. Please consider each of the questions and use the box provided to describe how your organisation meets the requirement or where it needs to improve.

1. Leadership and governance

The leadership group provides overall guidance to the organisation. It establishes structures, is responsible for the behaviour, culture and values in the organisation and is accountable for achievement of the agency's mission, operations and goals for diverse Aboriginal communities.

Questions

1.1 Does your organisation have policies/plans/procedures to support Aboriginal cultural inclusion including:

- a key policy/statement recognising the value of Aboriginal cultural inclusion
- a commitment to Aboriginal engagement
- an anti-discrimination policy
- an Aboriginal reconciliation statement and plan
- a commitment to recognise & acknowledge traditional ownership at official gatherings?

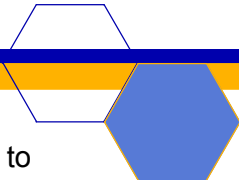
Describe

1.2 Are these policies/plans/procedures communicated to employees

Describe

1.3 Does your organisation have procedures to manage non-compliance with anti-discrimination requirements?

Describe



1.4 Are Aboriginal people represented on the governing body? If not is there a strategy to ensure the appropriate level of Aboriginal representation on the governing body?

Describe

1.5 Are Aboriginal people represented in the leadership group? If not is there a succession/leadership program for Aboriginal employees?

Describe

1.6 Are Aboriginal people represented on committees? If not is there a strategy to ensure the appropriate level of Aboriginal representation on committees?

Describe

1.7 Has there been analysis of the training needs of all members of leadership group/ governing body/committees regarding Aboriginal cultural competency analysed?

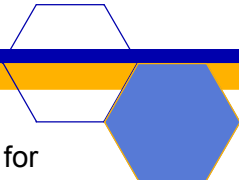
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1.8 Have the members of the leadership group/ governing body /committees attended cultural competency training.

Describe

1.9 Have Aboriginal people been involved in the organisation's Aboriginal cultural competency training programs for members of these groups?

Describe



1.10 Have resources been for Aboriginal cultural competency assessment and training for members the leadership group, the governing body and committees?

Describe

1.11 What structures and processes are in place to support Aboriginal involvement in high level decision making? Is there a systematic feedback loop for those involved?

Describe

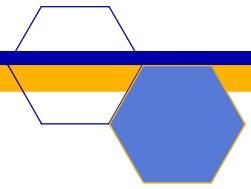
1.12 How do the leadership group and governing body promote and embrace Aboriginal culture?

Describe

1.13 Do the leadership group and governing body actively model expected attitudes and behaviours?

Describe

Other comments/recommendations



2 Policies, Programs and Services

Policies provide the foundation for the organisation's programs and direct service delivery: all policies must be inclusive of Aboriginal people.

Programs and services must be designed and delivered in inclusive ways so that external and internal barriers to Aboriginal inclusion are eliminated.

Questions

2.1 Are there processes in place to engage, as relevant, a range of Aboriginal stakeholders in the policy development process?

Describe

2.2 Are there processes in place that ensures that Aboriginal service needs are incorporated into the design, management and practice of service delivery?

Describe

2.3 Are there processes in places that adequately incorporate Aboriginal stakeholder interests in the evaluation of programs and services?

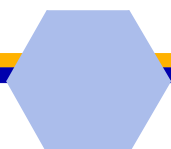
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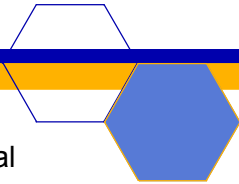
2.4 Are there culturally appropriate methods for ensuring that Aboriginal stakeholders are informed about programs and services?

Describe

2.5 Are there culturally appropriate methods for ensuring that Aboriginal stakeholders are informed about programs and services?

Describe





2.6 Are alternative communication formats, including interpreters, available to Aboriginal clients?

Describe

2.7 Is your organisation proactive in ensuring that the environment is culturally safe and inviting for Aboriginal people, including those who are most likely to self-exclude?

Describe

2.8 Does your organisation provide information about clients' rights that is accessible to Aboriginal clients?

Describe

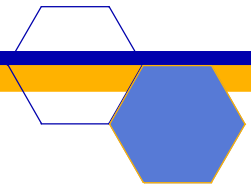
2.9 Are there complaints and feedback processes in place? Are these promoted and accessible to Aboriginal clients and employees?

Describe

2.10 Are there processes in place to improve accuracy in recording the status of Aboriginal clients?

Describe

Other comments/recommendations



3 Workforce

An Aboriginal culturally inclusive workforce requires policies and processes designed to build and develop Aboriginal employees and to ensure the broader workforce has the capability and practices to deliver culturally sensitive, respectful and inclusive services to clients.

Questions

3.1 Does your organisation have an Aboriginal employment plan to attract, recruit and develop Aboriginal staff? Has it been developed in consultation with Aboriginal people?

Describe

3.2 What pathways are in place for Aboriginal employees to aspire to and obtain positions across all levels and fields of expertise e.g. succession programs, graduate programs, leadership?

Describe

3.3 How are Aboriginal employees supported including through mentoring, networks and training opportunities?

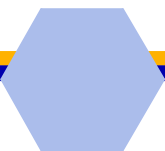
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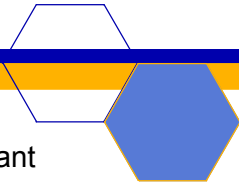
3.4 What training is provided to non-Aboriginal staff to increase cultural awareness, cultural inclusiveness and to challenge racism?

Describe

3.5 Do staff position descriptions address cultural competency units and is assessment of cultural competence part of performance appraisal procedures?

Describe





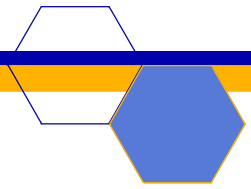
3.6 Does your organisation explicitly acknowledging the importance of culturally important events such as NAIDOC week and make provisions for cultural obligations?

Describe

3.7 Does your organisation maintain demographic data on staff including Aboriginality and history of training in cultural competency etc?

Describe

Other comments/recommendations



4 Working with other agencies/organisations

Working collaboratively with other agencies/organisations is important to achieve long term change for Aboriginal clients and communities.

Questions

4.1 Is the interface with other organisations managed to ensure coordinated and inclusive leadership and governance?

Describe

4.2 Is the interface with other organisations managed to ensure a coordinated and inclusive response to services delivery?

Describe

Other comments/recommendations

