



# Draft Aboriginal and Torres Strait Islander Engagement and Participation Plan

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Guidance for applicants and template

## Purpose

This document provides guidance on the draft Aboriginal and Torres Strait Islander Engagement and Participation Plan (the EPP) that is required as part of your application for the Manufacturing Collaboration Stream (MCS) of the Modern Manufacturing Initiative (MMI). There is also a template response form included.

Encouraging participation of Aboriginal and Torres Strait Islander peoples in the MCS supports the Australian Government's agenda for economic participation of Aboriginal and Torres Strait Islander people as well as the target for strong economic participation and development of people and their communities under the National Agreement on Closing the Gap. It is also consistent with the Department of Industry, Science, Energy and Resources' aim under the Reconciliation Action Plan to develop policy and implement programs that positively impact Aboriginal and Torres Strait Islander people, communities and businesses to deliver economic reform and growth opportunities.

The EPP should be developed in consultation with Traditional Owners of the community and other Aboriginal and Torres Strait Islander people with interests in the area in which the project will take place. The intent of an EPP is for applicants to consider where their needs and the needs of the Aboriginal and Torres Strait Islander community align to create a strong, productive relationship. A good EPP will have fully considered, in consultation with Traditional Owners and other Aboriginal and Torres Strait Islander people with interests, appropriate opportunities for community consultation and collaboration, procurement and employment that reflect the regional Aboriginal and Torres Strait Islander community commensurate with the nature, scope and location of the project, and the capacity of the proponent. The EPP must:

- Be informed by existing documents, where relevant, including for example native title and other agreements, Indigenous Land Use Agreements, Reconciliation Action Plans, and existing engagement, training, education, employment and procurement initiatives, processes, policies and operations.
- Identify opportunities, in consultation with Traditional Owners and other Aboriginal and Torres Strait Islander people with interests, for engagement and participation within the project and actions that can enable those opportunities to be taken up by Aboriginal and Torres Strait Islander people.
- Consider opportunities across the construction and operational phases of the Project – as appropriate for the Project.
- Link to research and consultation with local Traditional Owners and other Aboriginal and Torres Strait Islander people with interests to show that the opportunities, strategy and actions will be effective.

# Process

## Application stage (Draft EPP)

Applicants will be required to submit a draft EPP as one of the attachments to their application (See Section 7.1 of the Grant Opportunity Guidelines). As the final EPP will require significant research and consultation with stakeholders, we do not require the draft plan to be finalised at this stage of the process. However, significant progress should be made and initial consultation with stakeholders should be undertaken as part of the draft EPP.

The EPP should include details of how the applicant intends to undertake ongoing consultation as well as consideration of procurement and employment aspects of the project that might present opportunities for Aboriginal and Torres Strait Islander engagement.

You may wish to include any existing research into regional employment, participation, capacity and other matters. Applicants can include the details of their existing engagement, training, education, employment and procurement initiatives, processes, policies and operations.

## First milestone payment (Final EPP)

The EPP is to be finalised and agreed by the Commonwealth before the first milestone payment is made under the grant agreement. It will demonstrate significant consultation with stakeholders to develop strategies, policies or initiatives that ensure appropriate Aboriginal and Torres Strait Islander engagement underpins the Project.

# How to complete your draft EPP

## Engagement activities

Applicants are required to identify opportunities in the project for Aboriginal and Torres Strait Islander participation in procurement and employment as well as identify any local business groups and Aboriginal and Torres Strait Islander leaders to approach to provide input into the participation plan. You should also identify any state or local government conditions/policies relating to engagement with or employment of Traditional Owners and other Aboriginal and Torres Strait Islander people with interests that apply to the project and any native title, Land Rights, sacred site or cultural heritage protection considerations.

The below is a list of potential examples and opportunities for Aboriginal and Torres Strait Islander engagement for you to consider for your Aboriginal and Torres Strait Islander EPP.

1. Community consultation and collaboration:
  - Engagement with local Aboriginal and Torres Strait Islander leaders and business groups
  - Implementing a Reconciliation Action Plan
  - Establishing a Traditional Owner Liaison Officer
2. Employment:
  - Employment targets
  - Affirmative recruitment practices
  - Targeted communications about vacancy
  - Aboriginal and Torres Strait Islander Employee Network/s
  - Cultural leave for days of significance
  - Aboriginal and Torres Strait Islander employment advisors
  - Education and skills training for Aboriginal and Torres Strait Islander employees

- Cultural awareness training sessions
  - Retention plans
3. Procurement:
- Procurement targets
  - Use of [Supply Nation](#) or [Office of the Registrar of Indigenous Corporations \(ORIC\)](#) businesses
  - Targeted communications procurement opportunities
  - Opportunities for Aboriginal and Torres Strait Islander led development
  - Business development assistance
  - Assistance to access existing business support programs
  - Business mentoring
4. Other:
- Programs for improving local or regional environmental issues.
  - Programs for environmental protection, offsets or rehabilitation include direct Aboriginal and Torres Strait Islander employment, or contracting to Aboriginal and Torres Strait Islander businesses and groups, such as Aboriginal and Torres Strait Islander ranger groups.
  - Commitment to protect cultural heritage

## Expected Impact and Measures of Success

This is the measurable benefit of the engagement activity that can be reported by the applicant. Information in this section could include projections for how many jobs or contracts will be created; how many classes, apprenticeships or supported study places that will be available; or other reportable metrics the engagement activities will deliver.

## Justification and Evidence

This section is for the applicant to provide evidence of community consultation and research undertaken in the development of the EPP. In this section applicants should demonstrate how the chosen activities will be effective and are commensurate with the nature, scope and location of the project, the needs of the local Aboriginal and Torres Strait Islander community and the capacity of the proponent.

## Setting Targets

Targets are not mandatory in the Aboriginal and Torres Strait Islander EPP but may be an appropriate choice for some applicants to measure progress and set clear and achievable goals. If using procurement or employment targets we suggest that they are set to reflect the local Aboriginal and Torres Strait Islander working age population. A useful definition of local is to use the Local Government Area (LGA) where the project will be located.

The Australian Bureau of Statistics can assist you to determine a target for your project for a fee at <https://www4.abs.gov.au/web/survey.nsf/contactform>.

Alternatively, you could determine a target using the ABS Census website using the steps at [Attachment A](#).

Employment targets can be set by using the proportion of full-time equivalent (FTE) employees (not head count) or proportion of total labour hours. Procurement (supplier-use) can be measured by

percentage of total project contract spend, or calculated as the proportion of the number of contracts, if detailed contract value data is not available (this is not preferred).

Adjustments to this methodology could include considerations (lowering or raising targets) of the following factors:

- the local employment market, including in terms of the number of Aboriginal and Torres Strait Islander businesses, workers and job seekers, and their relevant skills, capabilities, qualifications and training;
- the scale, value and location of the project, and skills and capabilities required to deliver the project;
- the availability of supply-side services to support the meeting of any targets and assist build the capacity of Aboriginal and Torres Strait Islander businesses and job-seekers to take up opportunities; and
- existing State-level policies and/or targets.

### ‘Local first’ principle

EPP’s are intended to result in tangible economic and social benefits for local Aboriginal and Torres Strait Islander people living in communities in the area of the project. To this end, ideally employees and contractors required for a project should be first sourced from within the local area. However, there may be circumstances where this approach is neither practical nor cost effective. Where necessary and culturally appropriate, the project may need to rely on Aboriginal and Torres Strait Islander employees or contracted businesses from outside of the local area. Where local capacity is unable to meet the participation requirements, Aboriginal and Torres Strait Islander people and businesses could then be sourced from the wider region and beyond.

### Land use

Over 50 per cent of land in Australia has a recognised Aboriginal and Torres Strait Islander interest. Aboriginal and Torres Strait Islander people have rights in land under statutory systems and native title. Both these systems recognise the connection to country Aboriginal and Torres Strait Islander people have had for thousands of years and ensured that the connection Aboriginal people have to Country is respected and protected for generations.

Both systems require consultation to occur with Aboriginal and Torres Strait Islander land holders in relation to development that affects their rights. This consultation takes a variety of forms, and may result in agreements to compensate Aboriginal and Torres Strait Islander people for the impact on their rights (or other payment or profit-sharing arrangement).

When developing the EPP applicants should consider native title and other agreements and Indigenous Land Use Agreements and also consult with relevant stakeholders including Land Councils, Native Title Representative Bodies, Prescribed Bodies Corporate, Registered Native Title Bodies Corporate, Aboriginal and Torres Strait Islander business owners, the National Indigenous Australians Agency, State and Territory Governments

### Reporting

The engagement activities in the EPP should be reported on at regular intervals. Ideally this would be semi-annually but annual reporting is acceptable. Applicants should describe how they plan to report on progress against the engagement activities in the draft EPP in the overview section. Reporting can occur through pre-existing mechanisms, for example through a Reconciliation Action Plan or annual report, or published on the applicant’s website, however, EPP reporting must be specific to the Manufacturing Collaboration Stream project. Applicants can also choose to report directly to the Department of Industry, Science, Energy and Resources.

## Useful links and Resources:

**Finding Traditional Owners and other Aboriginal and Torres Strait Islander people with interests**

### **Registered Native Title determinations**

For a starting point before searching the register view a map at:

[https://data-nntt.opendata.arcgis.com/datasets/2698667a86e54550b732174a71c3bc57\\_8/explore?location=-16.134805%2C146.196334%2C5.83](https://data-nntt.opendata.arcgis.com/datasets/2698667a86e54550b732174a71c3bc57_8/explore?location=-16.134805%2C146.196334%2C5.83)

National Native Title Tribunal maintains a register of Native Title determinations, visit:

<http://www.nntt.gov.au/searchRegApps/NativeTitleRegisters/Pages/Search-Register-of-Native-Title-Claims.aspx>

Other Agreements, Treaties and Negotiated Settlements can be found at <https://www.atns.net.au/native-title-agreements>.

### **Land Councils**

Find a map of land councils at

[http://www.nntt.gov.au/Maps/RATSIB\\_map.pdf](http://www.nntt.gov.au/Maps/RATSIB_map.pdf).

A list can be found on NIAA's website:

<https://www.niaa.gov.au/indigenous-affairs/land-and-housing/native-title-representative-bodies-and-service-providers>;

### **Registered native title bodies corporate**

Registered native title bodies corporate (RNTBCs) can be viewed on an interactive map: [https://data-nntt.opendata.arcgis.com/datasets/2698667a86e54550b732174a71c3bc57\\_0/explore?location=-31.427957%2C119.555220%2C4.38](https://data-nntt.opendata.arcgis.com/datasets/2698667a86e54550b732174a71c3bc57_0/explore?location=-31.427957%2C119.555220%2C4.38)

bodies corporate are also searchable at <https://www.oric.gov.au/>.

### **Prescribed Bodies Corporate**

Office of the registrar of Indigenous Corporations administers the Corporations (Aboriginal and Torres Strait Islander) Act 2006 visit

<https://www.oric.gov.au/>. Search by location, postcode or other

description to find Prescribed Bodies Corporate (PBCs), RNTBCs or other relevant contacts for identifying and engaging with other

Aboriginal and Torres Strait Islander interests. For a map of PBCs visit

[http://www.nntt.gov.au/Maps/Determinations\\_and\\_PBCs\\_map.pdf](http://www.nntt.gov.au/Maps/Determinations_and_PBCs_map.pdf) or

a list is available at <https://nativetitle.org.au/find/psc>.

### **More Information**

Contact the Regional Network of National Indigenous Australians

Agency (NIAA): <https://www.niaa.gov.au/contact-us/regional-network-addresses>

For information and support in developing a Reconciliation Action Plan (RAP) visit <https://www.reconciliation.org.au/reconciliation-action-plans/>.

Supply Nation provides Australia's leading database of verified Aboriginal and Torres Strait Islander businesses.

As at 4 May 2021 there are 3,000 Aboriginal and Torres Strait Islander businesses registered on Indigenous Business Direct which your organisation could potentially engage with to achieve its Aboriginal and Torres Strait Islander supply chain targets.

**Find out more about Reconciliation Action Plans**

**Find Aboriginal and Torres Strait Islander businesses to supply you goods and services**

**Advertise jobs at no cost to you**

**Professional recruitment services at no cost**

**Find staff in remote Australia through the CDP**

**Speak to a vocational training and employment specialist**

**Support Aboriginal and Torres Strait Islander university students through paid work-placements**

**Glossary of Key terms**

To search for Aboriginal and Torres Strait Islander businesses by business name, ABN, product, service, location, or category, please visit the Supply Nation website: <https://supplynation.org.au>.

Looking for an easy and affordable way to advertise your jobs, including jobs identified for Aboriginal and Torres Strait Islander candidates?

Visit [jobsearch.gov.au](http://jobsearch.gov.au) to start your recruitment today.

The Australian Government's network of employment services providers can work with you to find the best candidate for your business. They can:

- Screen and recommend candidates based on your job description, including jobs identified for Aboriginal and Torres Strait Islander candidates.
- Arrange for a job seeker to do training specific to the needs of your business.
- Offer continued support as your new employee settles into your business.

To find a provider near you please visit [jobsearch.gov.au](http://jobsearch.gov.au)

NIAA deliver employment services in remote Australia under the **Community Development Program** (CDP). Local service providers deliver the Program and act as the single point of contact for job seekers, employers and host organisations in each community.

To search for CDP providers who may be able to support you to connect with remote jobseekers in your area please visit [jobsearch.gov.au](http://jobsearch.gov.au)

Vocational Training and Employment Centres (VTECs) can recruit and train Aboriginal and Torres Strait Islander job seekers for jobs in your organisation. VTECs work closely with employers to find the right person for a job and deliver training to Aboriginal and Torres Strait Islander job seekers to ensure their success.

Employers must commit to employing the job seeker for at least 26 weeks, following training. VTECs can also provide mentoring and wrap around support during work placements.

To find out more, including a list of VTEC contact and location details, please visit [www.niaa.gov.au/vtec](http://www.niaa.gov.au/vtec)

You can employ Aboriginal and Torres Strait Islander university students as 'cadets' through paid work-placement opportunities during the course of their study.

Cadetships can be managed through a provider, or you can apply through the Tailored Assistance Employment Grant (TAEG) process to establish cadetship opportunities through your own recruitment channels, including universities.

To find out more please visit [www.niaa.gov.au/indigenous-affairs/employment/indigenous-cadetship-support](http://www.niaa.gov.au/indigenous-affairs/employment/indigenous-cadetship-support).

<http://www.nntt.gov.au/Pages/Glossary.aspx>



## Template: Draft Aboriginal and Torres Strait Islander Engagement & Participation Plan

The intent of an EPP is for applicants to consider where their needs and the needs of the Aboriginal and Torres Strait Islander community align to create a strong, productive relationship across the Manufacturing Collaboration Stream project. Consultation should underpin all aspects of the EPP. A good EPP will have fully considered, in consultation with Traditional Owners and other Aboriginal and Torres Strait Islander people with interests, appropriate opportunities for community consultation and collaboration, procurement and employment that reflect the regional Aboriginal and Torres Strait Islander community commensurate with the nature, scope and location of the project, and the capacity of the proponent.

Project name:	
Applicant ABN:	
Brief project summary:	
Project duration:	
Project Location/s:	
<b>Overview of Aboriginal and Torres Strait Islander engagement</b>	
What is the intended outcome of EPP activities?	
How will the EPP activities be reported on?	

**1. Community consultation and collaboration**

This section of your plan should describe how you will engage with Aboriginal and Torres Strait Islander stakeholders, identify community aspirations and determine how these can be supported throughout the project.

Engagement activities (list and provide some detail and explanation)	Expected Impact and measures of success (including timeframes)	Justification and evidence (Consultation and research)

**2. Employment**

This section should detail the applicant’s existing Aboriginal and Torres Strait Islander workforce initiatives, as well as opportunities and pathways for increasing Aboriginal and Torres Strait Islander employment at each stage of the project. It could include setting Aboriginal and Torres Strait Islander workforce participation targets.

Engagement activities (list and provide some detail and explanation)	Expected Impact and measures of success (including timeframes)	Justification and evidence

**3. Procurement**

This section should detail the applicant’s existing Aboriginal and Torres Strait Islander supply use as well as its strategy for increasing engagement and contracting with Aboriginal and Torres Strait Islander businesses, including the adoption of procurement targets.

Engagement activities (list and provide some detail and explanation)	Expected Impact and measures of success (including timeframes)	Justification and evidence

**4. Other**

This section should detail other key actions where applicable, include the identification of cultural heritage issues and Aboriginal and Torres Strait Islander inclusion in planning for environmental protection activities.

Engagement activities (list and provide some detail and explanation)	Expected Impact and measures of success (including timeframes)	Justification and evidence



## Attachment A: Using ABS Census data to generate employment and procurement targets

To locate the relevant Local Government Area (LGA) go to:

<https://www.abs.gov.au/websitedbs/D3310114.nsf/Home/2016%20search%20by%20geography>

At the top right hand corner of the Australia map select Local Government Areas from the drop down list.

Put the name of the LGA where the project is located into the **TextSearch** box at the lower left hand side of the page.

- Make sure the option you choose has '(LGA)' at the end of the descriptor, as some names might refer to an LGA but also a town or city, for example, which could generate different demographic information.
- The LGA will be highlighted on the map.

In the **Selected Region** box underneath choose **View Community Profile** for (name LGA)

Next select the **Aboriginal and Torres Strait Islander Peoples Profile**.

Double click on the downloaded Excel sheet.

- Click on the **I 03** tab.

You now have all the information in front of you to calculate the Aboriginal and Torres Strait Islander working age population percentage of the LGA.

The following process is a manual calculation.

1. Add together all the **Aboriginal and/or Torres Strait Islander Persons** column aged 15-64 years to get total **X**.
2. Add together all the **Aboriginal and/or Torres Strait Islander Persons** column aged 15-64 years and all the **Non-Indigenous Persons** column to get total **Y**.
3. Divide **X** by **Y** and multiply by 100.
4. The resulting number is the percentage of the working age population of the area which is Aboriginal and Torres Strait Islander.
  - a. The calculation has ignored the **Indigenous status not stated** column as by definition it is not clear how to attribute that group.
5. The percentage shown is the total target number to which you can then apply a combination of employment and supplier-use target numbers.
  - a. You may need to moderate this total target figure according to the considerations mentioned in the guidelines.