



**Australian Government**

**Office of Parliamentary Counsel**

**Office of Parliamentary Counsel's  
Reconciliation Action Plan**



**Reconciliation Australia**

**RECONCILIATION ACTION PLANS**

## ***Our vision***

1 Laws passed by the Commonwealth Parliament are drafted in such a way that they give legal effect to the intended policy and form a coherent and readable body of Commonwealth Laws.

## ***Our business***

2 The Office of Parliamentary Counsel's functions are:

- to draft proposed laws for introduction into either House of the Commonwealth Parliament;
- to draft amendments of proposed laws that are being considered by either House of the Commonwealth Parliament; and
- functions incidental to those 2 functions.

3 Before each parliamentary sittings, the Government formulates the program of Bills that it requires to be drafted for the sittings. On the basis of this program, departments or other agencies instruct drafters in OPC on the policy to be effected by the proposed Bills.

## ***Our approach to reconciliation***

4 The Office of Parliamentary Counsel (*OPC*) is committed to the process of reconciliation between Indigenous and non-Indigenous Australians and recognises the importance of reconciliation to Australia's future.

5 We will promote reconciliation both within our organisation and across the broader Australian community. We will do this by developing a recruitment and employment strategy for the employment of Indigenous Australians and promoting awareness of Indigenous culture and issues among all our staff.

6 OPC is a small agency of fewer than 50 people. OPC does not have public policy responsibilities or a program delivery role, and does not deliver services to the general public.

## ***Administering OPC's Reconciliation Action Plan***

7 The Reconciliation Action Plan (*RAP*) will be monitored by OPC's Senior Management Team (*SMT*) to ensure the plan is implemented and is delivering on its objectives. OPC will annually report progress on the RAP to Reconciliation Australia and publicly through its Annual Report. The OPC RAP will be reviewed by the SMT annually and updated if required.

## Office of Parliamentary Counsel's reconciliation action plan

### Recruitment and employment strategy

**Objective:** OPC has a role as an employer in encouraging Aboriginal and Torres Strait Islander people to join OPC and the Australian Public Service generally.

Action	Key responsibility	Timeline	Performance Indicator
Collect data on the number of Aboriginal and Torres Strait Islander people applying for employment in OPC.	Corporate Services	1 July 2007 to 30 June 2009	Data collected and report provided to SMT.
Evaluate OPC's participation in and contribution to service-wide initiatives designed to improve the recruitment and retention of Indigenous employees in the APS. This may include: <ul style="list-style-type: none"> <li>the provision of secondment opportunities for 6 months within OPC (eg. APS Horizons Indigenous Mobility Scholarship program); and</li> <li>participation in the APSC Indigenous Graduate Program.</li> </ul>	Senior Management Team and Corporate Services	Ongoing—evaluation by end of 2008	Evaluation of OPC's participation in and contribution to these initiatives completed.
Identify employment opportunities in OPC for Indigenous Australians.	Corporate Services and the Senior Management Team	By 30 June 2008	Employment opportunities identified.
Develop a recruitment strategy that provides employment opportunities for Indigenous Australians.	Corporate Services and the Senior Management Team	By 30 June 2008	Recruitment strategy is approved by the Senior Management Team.

### Cultural awareness and cultural sensitivity

**Objective:** Promote an understanding of Indigenous culture

Action	Key responsibility	Timeline	Performance Indicator
Use the Workplace Consultative Committee (WCC) as the reconciliation reference group to seek feedback on the RAP and provide ongoing collaboration on RAP actions.	General Manager	Ongoing	WCC consulted and decisions on the RAP and RAP actions reported in the WCC minutes.
Include Acknowledgement of Country statements at public events when appropriate.	First Parliamentary Counsel	By March 2008	Protocol actioned.
Establish an Aboriginal and Torres Strait Islander section in OPC's library.	Library Manager and General Manager	By February 2008	Aboriginal and Torres Strait Islander section in OPC's library established.

## Cultural awareness and cultural sensitivity

*Objective:* Promote an understanding of Indigenous culture

<b>Action</b>	<b>Key responsibility</b>	<b>Timeline</b>	<b>Performance Indicator</b>
Develop a feature wall on OPC's premises that: <ul style="list-style-type: none"><li>• highlights key legislation that affects Indigenous Australians which was drafted by OPC;</li><li>• recognises the significant contribution made by Aboriginal and Torres Strait Islander people; and</li><li>• promotes understanding of Aboriginal and Torres Strait Islander culture.</li></ul>	First Parliamentary Counsel and General Manager	By June 2008	Feature wall in place.
Ensure there is substantial representation of Indigenous Australian art obtained from Artbank displayed in public areas of OPC and ensure, where possible, that recognition of the artist is displayed with the art work.	First Parliamentary Counsel and General Manager	By December 2007	Indigenous Australian art is displayed in public areas of OPC.
Include information on OPC's reconciliation action plan in the induction program for new employees.	General Manager	By March 2008	Information on reconciliation action plan included in induction program for new employees.
Hold an annual reconciliation seminar.	Senior Management Team	Annually	Seminar held.