

## Participating Organisation Information Sheet – Index 2024 Survey

**Project Title:** Australian First Nations Employment Index

**Researcher(s):** Mark Power, Rachel Bobir, Brian Arley, Kylie Brosnan, Natasha Vickers

**Organisation(s):** Murawin, Social Research Centre, Minderoo Foundation.

### What is the project about?

While there has been progress over recent decades towards First Nations employment parity, a gap of 22% remains. In 2021 around 55.7% of working-age First Nations Australians were in work compared to 77.7% for the non- First Nations population. The Closing the Gap target is to reach 62% by 2031 and by 2021 figures, an additional 6.3% improvement is required to meet the target.

An ongoing challenge to achieving employment parity is the lack of data and limited reporting on First Nations employment. Without data, we cannot make informed decisions to close the employment gap. We are seeking to overcome part of this challenge through the Australian First Nations Employment Index (the Index).

This research project aims to inform a larger conversation with employers and the public about the role of major organisations in helping to support and achieve employment parity for First Nations People.

### Who is involved in the project?

The Minderoo Foundation has a mission to create employment parity with and for First Nations Australians, within one generation. The Minderoo Foundation has been working with an Advisory Expert Panel to shape and guide the development of the project. This Panel, with 50 per cent First Nations representation, constitutes a range of senior executives, academics and First Nations employment specialists who are committed to creating positive change.

The Minderoo Foundation is closely collaborating with two research partners to complete the 2024 Index with a qualitative and quantitative research approach, undertaken by Murawin and The Social Research Centre (SRC) respectively.

**Murawin** is a consulting and research group led by Carol Vale, a Dunghutti woman, and will bring a team of skilled social researchers to undertake all consultations with First Nations participants for this project. The SRC is owned by the Australian National University and is Australia's largest dedicated full-service social research and evaluation agency. SRC delivers high quality, evidence-based research and analysis.

Murawin will be leading the qualitative interviews and focus groups with employees. The Murawin researchers include Mark Power, Rachel Bobir, and Brian Arley.

SRC will be leading the employer survey data collection and quantitative analysis. The SRC project team includes Dr Kylie Brosnan, Paul Paulson, Dr Benjamin Phillips, Andrew Ward, Natasha Vickers, and Tilly Davies.

### Inclusion and exclusion criteria

We will be surveying only large employers for this study. Large employers have been defined as organisations that operate businesses within Australia, including global organisations with an Australian footprint. We are targeting employers who employ Australian workforces larger than 5,000 employees.

For the qualitative component of the study, First Nations employees will be interviewed, along with line Managers/Senior Management that will include non-First Nations People. People under the age of 18 or staff who have been with the organisation for less than six months won't take part in the interviews and focus groups.

Stakeholder group	Inclusion criteria	Exclusion Criteria
First Nations employees	Employees who identify as Aboriginal or Torres Strait Islanders or both and who have been employed by the organisation for 6 months or more.	Staff under the age of 18 or who have been with the company for less than six months.
Line Managers	Managers of First Nations staff or who have some involvement with First Nations employment or RAP policies at the workplace.	Staff who have been with the company for less than six months.
Senior Managers or Executives	Senior Managers or Executives who have some involvement of First Nations employment or RAP policies at the workplace.	Staff who have been with the company for less than six months.

### Why have I been invited to participate?

We are engaging with First Nations employees, senior leaders and line managers in large organisations in Australia. We want to identify what practices are prevalent in building First Nations employment, and identify strengths, gaps, and opportunities for improvement specific to each participating organisation.

Employees participating in the qualitative or quantitative components of this project must be people who are currently employed by the participating organisation, are over the age of 18 and have been employed with the organisation for more than six months.

### Do I have to participate?

Participation in this study is completely voluntary. Organisations or individuals don't have to participate if they don't want to. Organisations or individuals can withdraw at any time, and it won't change your relationship with the researcher(s) or anyone else. If an organisation or individual decides to pull out of the project, they must do this by 14<sup>th</sup> June 2024. Organisations or individuals will not be able to withdraw after this time. The report will be written and finalised by February 2025.

## What will the researcher(s) do and when?

- I. Employee interviews and focus groups (qualitative).
- II. Index Questionnaire (quantitative)

### I. Employee interviews and focus groups

For the qualitative component of the study, the Murawin research team will arrange a chat or yarn with employee participants, line managers and senior leaders. This could be an individual discussion with just an employee and the researcher, and, if self-nominated, a small group consultation with a few people from across organisations. An individual consultation will take about 45 minutes, and a group discussion may take up to one and a half hours. With the employees permission, the discussion will be audio recorded and later transcribed. The consultation is confidential. These discussions are scheduled to occur from April to August 2024. They will be held over the phone or via video conferencing.

Participants will not receive remuneration for participating as these interviews will be held during work hours.

The findings of this study will be provided to participating organisations and the goal is to inform changes and improvements for First Nations employment.

### II. Index Questionnaire

The quantitative survey will be conducted by SRC, Australia's largest dedicated full-service social research and evaluation agency. SRC is owned by the Australian National University and have unprecedented access to ANU researchers and ANU's world class research environment.

A survey portal will be made available to organisations and will provide access to survey resources such as questionnaires, user guides, consent forms etc. The portal will enable employers to register for the Index Questionnaire, nominate staff to participate in, review and approve questionnaire modules, and track progress towards completion. Interested employers will receive a link to register the organisation and nominate a survey co-ordinator. The survey co-ordinator will be responsible for arranging consent on behalf of the organisation and nominating staff to participate in the Index Questionnaire. Once consent has been received, staff nominated to complete, review, or approve the Index Questionnaire will receive an email with instructions on how to participate.

The Index questionnaire is expected to take around one to two hours to complete overall. The time commitment will depend on responses to questions and whether information needed to complete the survey is to hand at the time of participation. We recommend that participants read the Survey User Guide before starting the survey, as this guide provides an outline of the questions in the Index and will assist with collating information about your organisation. Participating organisations and employees will not be paid for participating in the questionnaire.

## What will happen to my information?

Your information will be used to create a report, the **Australian First Nations Employment Index**. The aim of this report is to inform a larger conversation with employers and the public about the role of major organisations to support and achieve employment parity for First Nations People.

Any information that is obtained in connection with this research project and that can be used to identify you will remain confidential unless otherwise permitted by you, or as required by law.

#### Qualitative Data

First Nations participants will be asked if they or their community consent to the use of any culturally sensitive information, knowledge or practices in the research study if directly relevant, or if that information should be removed from the research.

Findings of the qualitative research will be provided to each organisation, however researchers will not use the real names of any employees or use any other information that would identify an individual. The research team will provide a summary of findings to individuals who have been involved in the research. The consultation is confidential.

A copy of qualitative consultation transcripts will be kept secure in a password protected file accessible only to members of the research team. This will be kept for up to five years after the project is finished. Only the researchers will have access to the transcripts consultation. Consultation recordings will be deleted within six months of the end of the project, and the consent form with an employee's name on it will be deleted five years after the project is finished. The information provided will only be used for this project about First Nations employment, and for publications and presentations related to this project. It will not be used for any other reason without permission.

#### Quantitative Data

The Index Questionnaire will be conducted on the UNICOM Intelligence data collection platform, with all responses collected via an online survey. The SRC's data collection platform is hosted at AWS Sydney, a cloud service provider that is certified by the Australian Signals Directorate and listed on the Certified Cloud Services List. The SRC has also become accredited in ISO 27001 at our Melbourne office.

The information collected within the Index Questionnaire is confidential. Your company name will be removed, and only aggregate results will be reported. The information you provide will only be used for this project, and for publications and presentations related to this project. It will not be used for any other reason without permission.

The SRC de-identifies any personal information as soon as is reasonably practicable and as soon as that information is no longer relevant or required in identifiable format for the primary purpose of conducting the research, according to the research brief provided by our clients. This is done in a comprehensive manner that ensures that it is not possible to re-identify individual information from any aggregate records. Any files related to our projects are deleted pursuant to our obligations under the Privacy Act 1988 (Cth).

Participating organisations will need to consent to the collection and use of the information they provide. The final reports will only use information where permission has been given for researchers to use. The research team will provide a summary of findings to organisations via an Employer Benchmark Report.

#### **What are the potential risks?**

There is a small risk that the qualitative consultations might make participating employees feel uncomfortable or upset if they have had a bad experience in the workplace. If a participant

feels upset during the consultation, the researchers can ask if the participant would like to stop or pause the consultation. Researchers can also provide the participant with contact information for someone to talk to. A list of providers will be available and support with referrals will be offered where necessary.

It is possible that a participating employee will be able to be identified through the views expressed in the consultation. This is more likely if you work in a small organisation, the scope of your work is unique and/or if your views on First Nations employment are common knowledge or on the public record. For this reason, although we can de-identify your consultation data by changing your name and obscuring details regarding your organisation, role and qualifications, we cannot promise you full confidentiality.

If participating employees feel distressed at any time during the research, they can contact one of the support services below.

Name	Contact Details
<b>13YARN on 13 92 76</b>	<p><b>13 YARN is a national crisis support line for mob who are feeling overwhelmed or having difficulty coping. They offer a confidential on-on-one opportunity with a Lifeline-trained Aboriginal and/or Torres Strait Islander Crisis Supporter who provide crisis support 24 hours a day, 7 days a week.</b></p> <p><b>13Yarn or 13 92 76</b>  <a href="https://www.13yarn.org.au/">https://www.13yarn.org.au/</a></p>
<b>1800 RESPECT</b>	<p><b>1800 RESPECT</b>  <b>(1800 737 732)</b>  <a href="https://www.1800respect.org.au/">https://www.1800respect.org.au/</a></p>
<b>Blue Knot Helpline</b>	<b>1300 657 380</b>
<b>Bravehearts Information and Support Line</b>	<p><b>1800 272 831</b>  <a href="http://www.bravehearts.org.au/">http://www.bravehearts.org.au/</a></p>
<b>Counselling Online</b>	<p><b><a href="https://www.counsellingonline.org.au/">https://www.counsellingonline.org.au/</a></b>            Use the website to sign up for SMS support. See the website to sign-up for SMS support</p>
<b>DrugInfo (Alcohol &amp; Drug Foundation)</b>	<p><b>1300 858 584</b>  <a href="http://www.druginfo.adf.org.au/">http://www.druginfo.adf.org.au/</a></p>
<b>Family Drug Support Australia</b>	<p><b>1300 368 186</b>  <a href="http://www.fds.org.au/">http://www.fds.org.au/</a></p>
<b>Family Relationship Advice Line</b>	<p><b>1800 050 321</b>            Mon–Fri: 8am – 8pm            Sat: 10am – 4pm (AEST) (excluding national public holidays)</p>

	<a href="https://www.familyrelationships.gov.au/">https://www.familyrelationships.gov.au/</a>
<b>GriefLine</b>	<b>(03) 9935 7400 (National)</b> <b>1300 845 745 (National landline only)</b> Mon–Sun: 12pm – 3am (AEST) <a href="http://griefline.org.au/online-counselling-service/">http://griefline.org.au/online-counselling-service/</a>
<b>Lifeline</b>	<b>13 11 14</b> <a href="http://www.lifeline.org.au/">http://www.lifeline.org.au/</a>
<b>MensLine Australia</b>	<b>1300 789 978</b> <a href="http://www.mensline.org.au/">http://www.mensline.org.au/</a>
<b>Men's Referral Service</b>	<b>1300 766 491</b> Mon–Fri: 8am – 9pm Sat–Sun: 9am – 5pm (AEST) <a href="http://www.mrs.org.au/">http://www.mrs.org.au/</a>
<b>Mind Australia Carer Helpline</b>	<b>1300 554 660</b> Mon–Fri: 9am – 5pm (AEST) <a href="https://www.mindaustralia.org.au/">https://www.mindaustralia.org.au/</a>
<b>National Alcohol and Other Drug Hotline</b>	<b>1800 250 015</b> <a href="https://campaigns.health.gov.au/drughelp">https://campaigns.health.gov.au/drughelp</a>
<b>QLife</b>	<b>1800 184 527</b> Mon–Sun: 3pm – 12am (AEST) <a href="https://qlife.org.au/">https://qlife.org.au/</a>
<b>Samaritans</b>	<b>135 427</b> <a href="https://thesamaritans.org.au/get-help-support/">https://thesamaritans.org.au/get-help-support/</a>
<b>SANE Australia</b>	<b>1800 187 263</b> Mon–Fri: 9am – 5pm (AEST) <a href="https://www.sane.org/">https://www.sane.org/</a>
<b>Suicide Call Back Service</b>	<b>1300 659 467</b> <a href="https://www.suicidecallbackservice.org.au/">https://www.suicidecallbackservice.org.au/</a>
<b>Wellways Helpline</b>	<b>1300 111 400</b> Mon–Fri: 9am – 9pm (AEST) <a href="https://www.wellways.org/our-services/helpline-1300-111-500">https://www.wellways.org/our-services/helpline-1300-111-500</a>

<b>Dardi Munwurro / Brother to Brother hotline</b>	<b>1800 435 799</b> (crisis line) <b>(03) 8456 3044</b> (Dardi Munwurro)
<b>Kurbingui</b>	<b>(07) 3235 9999</b> (child safety after hours) <a href="https://www.kurbingui.org.au/">https://www.kurbingui.org.au/</a>
<b>Sydney Aboriginal Family Support Service</b>	<b>0410 539 905</b> <a href="http://www.aboriginalcounsellingservices.com.au/services/">http://www.aboriginalcounsellingservices.com.au/services/</a>
<b>Gallang Place</b>	<b>07 3899 5041</b> <a href="https://www.gallangplace.org.au/">https://www.gallangplace.org.au/</a>

### Data storage and giving materials to AIATSIS

A copy of the qualitative consultation transcripts will be kept secure in a password protected file accessible only to members of the research team. This will be kept for up to five years after the research is published. Only the researchers will have access to the transcripts of the consultations.

Consultation recordings will be deleted within six months of the end of the project, and the consent form with an employee's name on it will be deleted five years after the research is published. The information you provide will only be used for this project about employment parity, and for publications and presentations related to this project. It will not be used for any other reason without your permission.

Murawin and SRC will abide by organisational protocols for data security, access, use and storage. The information we collect in this study will be kept under secure conditions at Murawin and SRC for five years after the research is published and then it will be destroyed. Deidentified and anonymous data will be shared with Minderoo and kept under secure conditions.

### Culturally restricted information

We do not plan to collect any culturally sensitive information. If by chance an employee says something during the qualitative interviews or focus groups which is culturally sensitive information, we will not record it in any documentation, unless we are told by the employee that it is important to the project.

If an employee tells researchers that it is important to the study, they will discuss with the individual how this should be used, and who else might need to be involved in decisions about how to use it. This study will only use culturally sensitive information that individuals or their community have given permission for us to use.

### Contact

For any general queries or questions, please feel free to contact Minderoo:

Email: [hello@firstnationsemploymentindex.org](mailto:hello@firstnationsemploymentindex.org)

If you have any questions regarding the quantitative research, please feel free to contact:

The survey team: [firstnationsindex@srcentre.com.au](mailto:firstnationsindex@srcentre.com.au)

Kylie Brosnan, Executive Director, Client Strategy, SRC  
Email: [Kylie.Brosnan@srcentre.com.au](mailto:Kylie.Brosnan@srcentre.com.au)  
Phone: (+61) 3 9236 8500

For any questions relating to the qualitative research, please contact:

Rachel Bobir, Project Manager, Murawin  
Email: [rachel@murawin.com.au](mailto:rachel@murawin.com.au)  
Phone: 0478 025 081

### **Complaints or conflicts of interest**

If you know of a perceived conflict of interest or an issue with this research, please know you can complain to:

- Carol Vale  
The Managing Director, Murawin  
Email: [carol@murawin.com.au](mailto:carol@murawin.com.au)  
Phone: +61 400 294 331
- Kylie Brosnan, Executive Director, SRC  
Phone: (+61) 3 9236 8500  
Email: [kylie.brosnan@srcentre.com.au](mailto:kylie.brosnan@srcentre.com.au)
- The Executive Director of Research, AIATSIS, 51 Lawson Crescent, Acton ACT 2601, (e) [ethics@aiatsis.gov.au](mailto:ethics@aiatsis.gov.au)
- The Chair of the AIATSIS Research Ethics Committee, AIATSIS, 51 Lawson Crescent, Acton ACT 2601, (e) [ethics@aiatsis.gov.au](mailto:ethics@aiatsis.gov.au)
- If I think there has been a breach of my privacy I can write to the Office of the Australian Information Commissioner, GPO Box 5218 Sydney NSW 2001 or call 1300 363 992.

### **Ethics Committee Clearance**

The AIATSIS Research Ethics Committee (HREC) has approved this study (HREC number REC-0225). Should you wish to discuss the study with someone not directly involved, in particular, any matters concerning the conduct of the study or your rights as a participant, or you wish to make a confidential complaint, you may contact the Secretary of the AIATSIS Research Ethics Committee at [ethics@aiatsis.gov.au](mailto:ethics@aiatsis.gov.au).



# First Nations Employment Index 2024 Survey

## Consent Form for Participating Organisations

**Project Title:** Australian First Nations Employment Index

**Researcher:** Mark Power, Rachel Bobir, Brian Arley, Kylie Brosnan, Natasha Vickers

**Organisation(s):** Murawin, Social Research Centre, Minderoo Foundation.

Please tick “Yes” or “No” to each consent item below. Please note, if you select “No” to any of the statements below (except for Statement 11), this will indicate that you do not consent for your organisation to participate, and so your organisation will not be able to participate in Index 2024.

1. I understand what this project is about.	Yes	No
2. I understand the purpose, extent and possible risks of my Organisation’s involvement in this project.	Yes	No
3. I have authority to confirm participation of my Organisation and approve the provision of the organisational data collected.	Yes	No
4. I voluntarily consent my Organisation to take part in this research project.	Yes	No
5. I understand that I will not be paid for my participation as explained to me.	Yes	No
6. I understand that the results of this research may be published in a public or other forum.	Yes	No
7. I understand that our organisation will be identifiable to the Researchers undertaking the 2024 Index.	Yes	No
8. I consent to having our organisation survey data for the 2022 Index be provided to the Researchers undertaking the 2024 Index.	Yes	No
9. I understand that this project has been approved by AIATSIS Research Ethics Committee and will be carried out in line with the National Statement on Ethical Conduct in Human Research (2007) and the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Code of Ethics for Aboriginal and Torres Strait Islander Research.	Yes	No
10. I understand that all information gathered in this research that is confidential will be kept secure for five years.	Yes	No
11. I want the researcher(s) to give me a copy of the Australian First Nations Employment Index Report which is produced as a result of this research.	Yes	No
12. I understand that our organisation cannot withdraw its information after the 14 <sup>th</sup> June 2024.	Yes	No

<b>Name</b>	
<b>Title</b>	
<b>Organisation</b>	
<b>Signature</b>	
<b>Date</b>	