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# Appendix 1: Glossary

<b>Aboriginal and Torres Strait Islander Cultural Capability Framework</b>	<p>Cultural capability is the integration of knowledge about individuals and groups of people into specific standards, policies, practices and attitudes to produce better outcomes for Aboriginal peoples and Torres Strait Islander peoples. It is demonstrated through knowledge, skills and behaviours.</p> <p>The Aboriginal and Torres Strait Islander Cultural Capability Framework is underpinned by five principles: valuing culture; leadership and accountability; building cultural capability to improve economic participation; Aboriginal and Torres Strait Islander engagement and stronger partnerships; and culturally responsive systems and services.</p> <p>The framework is the foundation document that underpins all Queensland Government actions aimed at ensuring Aboriginal and Torres Strait Islander Queenslanders enjoy the same opportunities—economic, education, health, housing and social—as non-Indigenous Queenslanders. It underpins the way we do business so we can ensure all Aboriginal and Torres Strait Islander Queenslanders share equally in the future of our great state.</p>
<b>Alcohol Management Plans</b>	<p>Alcohol Management Plans are in place in 19 discrete Aboriginal and Torres Strait Islander communities across 15 local government areas in Queensland, and are designed to reduce alcohol-related violence, particularly against women, children and the elderly. Alcohol Management Plans are tailored to each community, but all contain strategies to reduce alcohol supply and demand.</p>
<b>Closing the Gap</b>	<p>A commitment by all Australian governments to work towards a better future for Aboriginal peoples and Torres Strait Islander peoples. It aims to close the gap of Aboriginal and Torres Strait Islander disadvantage in areas such as life expectancy, health, housing, education and employment.</p>
<b>Co-design</b>	<p>Co-design is an approach to design that attempts to actively involve all stakeholders in the design process to help ensure the result meets their needs and is usable.</p>
<b>Co-led</b>	<p>Co-led refers to leading together—taking a joint lead—one of a group of equals who jointly take lead roles.</p>
<b>Cultural heritage</b>	<p>Aboriginal and Torres Strait Islander cultural heritage is anything that is a significant Aboriginal or Torres Strait Islander area or object in Queensland, or evidence of archaeological or historical significance of Aboriginal and Torres Strait Islander occupation of an area in Queensland.</p>
<b>Discrete communities</b>	<p>This term refers to the following 19 Aboriginal and Torres Strait Islander communities: Aurukun, Bamaga, Cherbourg, Doomadgee, Hope Vale, Injinoo, Kowanyama, Lockhart River, Mornington Island, Mapoon, Napranum, New Mapoon, Palm Island, Pormpuraaw, Seisia, Umagico, Woorabinda, Wujal Wujal and Yarrabah.</p>
<b>Family Responsibilities Commission</b>	<p>The Family Responsibilities Commission is a statutory body, established under the Queensland <i>Family Responsibilities Commission Act 2008</i> to support the establishment of local Aboriginal and Torres Strait Islander authority and the restoration of social norms in the Welfare Reform communities of Aurukun, Coen, Doomadgee, Hope Vale and Mossman Gorge.</p>
<b>Full-time equivalent</b>	<p>Full-time equivalent is calculated by the number of hours worked in a period divided by the award full-time hours prescribed by the award/industrial instrument for the person's position. For example, a person working 20 hours per week in a position prescribed as 40 hours has a full-time equivalent of 0.5. An organisation's full-time equivalent is the sum of all full-time equivalents. Minimum Obligatory Human Resources Information business requirements mean that this period is the last full fortnight of a quarter.</p>
<b>Local Thriving Communities</b>	<p>Local Thriving Communities is a significant, long-term reform that will result in a visibly different way of government working with communities to deliver better outcomes for the state's remote and discrete Aboriginal and Torres Strait Islander communities.</p>

<b>National Aborigines and Islanders Day Observance Committee (NAIDOC) Week</b>	<p>NAIDOC Week is recognised nationwide in the first full week of July. It is a time to celebrate Aboriginal and Torres Strait Islander cultures, and an opportunity to recognise the contributions that Aboriginal peoples and Torres Strait Islander peoples make to our country and our society.</p> <p>Due to the COVID-19 pandemic in 2020, the National NAIDOC Committee announced NAIDOC Week celebrations would be held from 8–15 November 2020.</p>
<b>Native Title</b>	<p>Native Title is the recognition by Australian law that some Aboriginal peoples and Torres Strait Islander peoples have rights to their lands and territories that derive from traditional laws and customs.</p>
<b>Path to Treaty</b>	<p>Path to Treaty represents a once-in-a-generation opportunity to come together as Queenslanders to start a journey towards a future that is more just, equal and respectful for First Nations Queenslanders.</p>
<b>Planning schemes</b>	<p>Planning schemes provide Aboriginal councils and Torres Strait Island councils with information to underpin decisions about the sustainable use of the community’s land.</p>
<b>Remote and discrete Aboriginal and Torres Strait Islander communities</b>	<p>This term refers to the following 34 Aboriginal and Torres Strait Islander communities: Aurukun, Bamaga, Cherbourg, Doomadgee, Hope Vale, Injinoo, Kowanyama, Lockhart River, Mapoon, Mornington Island, Napranum, New Mapoon, Palm Island, Pormpuraaw, Seisia, Umagico, Woorabinda, Wujal Wujal, Yarrabah, and the Torres Strait islands of Badu, Boigu, Dauan, Erub (Darnley), Hammond, Iama (Yam), Kubin (Moa), Mabuiag, Mer (Murray), Poruma (Coconut), Saibai, St Pauls (Moa), Ugar (Stephens), Warraber and Yorke. In some instances, this also includes the communities of Laura, Mossman Gorge, Coen and Torres Shire (Thursday Island, Ngarupai (Horn Island) and Prince of Wales).</p>
<b>Remote Indigenous Land and Infrastructure Program Office (RILIPO)</b>	<p>Established in July 2009 to coordinate whole-of-government funded works and address complex tenure and land administration issues in the 34 remote and discrete Aboriginal and Torres Strait Islander communities in Queensland. RILIPO works in partnership with Traditional Owners, community leaders, the three tiers of government and key stakeholders to achieve social and economic outcomes for remote and discrete Aboriginal peoples and Torres Strait Islander peoples. RILIPO combines a collaborative approach and extensive expertise across a range of program areas to help communities to resolve complex land administration issues including Native Title; land tenure; survey, town planning and infrastructure development; and providing opportunities for home ownership and economic development.</p>
<b>Separation rate</b>	<p>Separation rate is calculated by dividing the number of permanent employees who separated during a period of time by the number of permanent employees in the organisation.</p>
<b>Targeted communities</b>	<p>The term ‘targeted communities’ is used throughout the report in relation to the Service Delivery Statement performance measure—number of houses made available for ownership by Aboriginal peoples and Torres Strait Islander peoples in targeted communities through Queensland Government investment.</p> <p>These communities include: Aurukun, Cherbourg, Woorabinda, Doomadgee, Hope Vale, Kowanyama, Lockhart River, Mapoon, Mornington Island, Napranum, Northern Peninsula Area (5 communities), Palm Island, Pormpuraaw, Yarrabah, Wujal Wujal, Torres Strait islands (15 islands), Coen and Mossman Gorge.</p>
<b>Tracks to Treaty</b>	<p>Tracks to Treaty is a Queensland Government agenda focussed on reframing the relationship with Aboriginal and Torres Strait Islander Queenslanders. The Queensland Government is committed to a new way of working, delivering change and outcomes through a genuine partnership approach. Tracks to Treaty incorporates both Path to Treaty and Local Thriving Communities.</p>
<b>Welfare Reform</b>	<p>Welfare Reform is a partnership between the Queensland Government, the Australian Government, the Cape York Institute and the communities of Aurukun, Coen, Doomadgee, Hope Vale and Mossman Gorge.</p>

## Appendix 2: Our legislation

The functions and powers of the Department of Aboriginal and Torres Strait Islander Partnerships are derived from administering the following Acts of Parliament, in accordance with *Administrative Arrangements Order (No.2) 2019*.

ACT	STATUTORY OBJECTIVE
<b><i>Aboriginal and Torres Strait Islander Communities (Justice, Land and Other Matters) Act 1984</i></b>  (except to the extent administered by the Attorney-General and Minister for Justice and Minister for Training and Skills—Part 4, sections 18–25); (sections 4, 8, 64–67, 70 and 71 jointly administered with the Attorney-General and Minister for Justice)	This Act regulates a number of issues impacting on Aboriginal and Torres Strait Islander communities, including: the establishment of Community Justice Groups, the establishment of Community Police Officers, entry to trust areas, and alcohol possession and consumption in community areas.
<b><i>Aboriginal Cultural Heritage Act 2003</i></b>	The main purpose of this Act is to provide effective recognition, protection and conservation of Aboriginal cultural heritage.
<b><i>Torres Strait Islander Cultural Heritage Act 2003</i></b>	The main purpose of this Act is to provide effective recognition, protection and conservation of Torres Strait Islander cultural heritage.
<b><i>Family Responsibilities Commission Act 2008</i></b>	The objectives of this Act are to: <ul style="list-style-type: none"><li>• support the restoration of socially responsible standards of behaviour and local authority in Welfare Reform community areas</li><li>• help people in Welfare Reform community areas to resume primary responsibility for the wellbeing of their community and the individuals and families of the community.</li></ul> The objectives are achieved primarily through the operation of the Family Responsibilities Commission.

## Appendix 3: Department boards and committees

### DATSIP BOARD (PRIOR TO REVIEW OF TERMS OF REFERENCE)

#### Purpose

The purpose of the DATSIP Board is to: provide strategic direction to the department; strategically manage the department's human resources, finances, information management, performance and risk; strategically respond to critical and emerging issues that impact on the department and its functions; and oversee the department's strategic programs and projects.

The DATSIP Board supports the Director-General, as the accountable officer, in discharging his legislative responsibilities.

#### Membership

- Director-General, (Chair)
- Deputy Director-General, Culture and Economic Participation, (Member)
- Deputy Director-General, Policy and Corporate Services, (Member)
- Executive Director, Infrastructure and Coordination, (Invitee)
- Chief Finance Officer, (Invitee)
- Director, Office of the Director-General, (Invitee)

On occasion, the DATSIP Board may invite guests to present on particular topics and/or provide specialist advice on specific issues.

#### Meeting frequency

The DATSIP Board meets quarterly. The DATSIP Board met nil times from 1 July 2020 to 20 August 2020.

### DATSIP BOARD (FOLLOWING REVIEW AND APPROVAL OF TERMS OF REFERENCE ON 20 AUGUST 2020)

#### Purpose

The purpose of the DATSIP Board is to: provide the strategic and operational direction to the department; inform the management of the department's human resources, finances, information management, performance and risk; respond to critical and emerging issues that impact on the department and its functions; oversee the department's programs and projects; and provide leadership and advice on operational matters, as required.

The DATSIP Board supports the Director-General, as the accountable officer, in discharging his legislative responsibilities.

#### Membership

- Director-General (Chair)
- Deputy Director-General, Policy and Corporate Services (Member)
- Deputy Director-General, Culture and Economic Participation (Member)
- Chief Finance Officer (Member)
- Executive Director, Infrastructure and Coordination (Non-Voting Member)
- Executive Director, Economic Participation (Non-Voting Member)
- Executive Director, Strategic Policy and Legislation (Non-Voting Member)
- Executive Director, Local Thriving Communities (Non-Voting Member)
- Senior Director, Corporate Services (Non-Voting Member)
- Director, Office of the Director-General (Non-Voting Member)

On occasion, the DATSIP Board may invite guests to present on particular topics and/or provide specialist advice on specific issues.

#### Meeting frequency

The DATSIP Board meets monthly. The DATSIP Board met two times from 20 August 2020 to 12 November 2020.

Note: On 20 August 2020, the DATSIP Board approved the revised Terms of Reference for the DATSIP Board.

## Appendix 3: Department boards and committees (continued)

### EXECUTIVE LEADERSHIP TEAM

**Purpose** The Executive Leadership Team is responsible for strategically managing the critical and emerging issues impacting on the department and its functions.

**Membership**

- Director-General, (Chair)
- Deputy Director-General, Culture and Economic Participation (Member)
- Deputy Director-General, Policy and Corporate Services (Member)
- Executive Director, Infrastructure and Coordination (Member)
- Executive Director, Strategic Policy and Legislation (Member)
- Executive Director, Culture and Economic Participation (Member)
- Executive Director, Local Thriving Communities (Member)
- Senior Director, Corporate Services (Member)
- Chief Finance Officer (Member)
- Director, Office of the Director-General (Invitee).

**Meeting frequency** The Executive Leadership Team meets on a fortnightly basis. The Executive Leadership Team met two times from 1 July 2020 to 20 August 2020.

Note: On 20 August 2020, the DATSIP Board approved that the Executive Leadership Team be disbanded.

### PEOPLE, SAFETY AND CULTURE COMMITTEE

**Purpose** The purpose of the People, Safety and Culture Committee is to drive the implementation of key workforce strategies that: (a) build a highly skilled and engaged workforce capable of delivering business outcomes now and into the future; and (b) embed a workforce culture that upholds the Queensland Public Service Values and SOLID principles and is committed to the highest standards of ethical behaviour.

**Membership**

- Deputy Director-General, Policy and Corporate Services, (Chair)
- Deputy Director-General, Culture and Economic Participation, (Member)
- Executive Director, Infrastructure and Coordination, (Member)
- Regional Director, South East Queensland (North) (Member)
- Chief Finance Officer, (Member)
- Senior Director, Corporate Services (Member)
- Manager, Human Resources (Member).

Human Resources Advisor, Human Resources (Invitee) to attend as a learning and development opportunity. This opportunity will be rotated through the Human Resources team.

**Meeting frequency** The People, Safety and Culture Committee meets on a quarterly basis. The Committee met one time during the final reporting period 1 July 2020 to 12 November 2020.

## Appendix 3: Department boards and committees (continued)

REGIONAL SERVICE DELIVERY FORUM	
<b>Purpose</b>	The DATSIP Regional Service Delivery Forum is responsible for managing emerging business and operational issues that impact on regional service delivery. The Board ensures the integration of programs, policy and regional activities internally and across government.
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Deputy Director-General, Culture and Economic Participation, (Chair)</li> <li>• Deputy Director-General, Policy and Corporate Services, (Member)</li> <li>• Executive Director, Infrastructure and Coordination, (Member)</li> <li>• Regional Director, Cape and Torres, (Member)</li> <li>• Regional Director, Cairns and Hinterland, (Member)</li> <li>• Regional Director, North Queensland, (Member)</li> <li>• Regional Director, Central Queensland, (Member)</li> <li>• Regional Director, South East Queensland, (North) (Member)</li> <li>• Regional Director, South East Queensland, (South) (Member)</li> <li>• Regional Director, South West Queensland, (Member).</li> </ul>
<b>Meeting frequency</b>	The Regional Service Delivery Forum meets bi-monthly and meetings are held over two consecutive days. The Regional Service Delivery Forum met one time during the final reporting period 1 July 2020 to 12 November 2020.
AUDIT AND RISK COMMITTEE	
<b>Purpose</b>	<p>The purpose of the Audit and Risk Committee is to provide independent assurance and assistance to the Director-General and DATSIP Board on the department's risk, control and compliance frameworks, and assist in the discharge of the Director-General's financial management responsibilities imposed under the <i>Financial Accountability Act 2009</i>, <i>Financial Accountability Regulation 2009</i> and the <i>Financial and Performance Management Standard 2019</i>.</p> <p>The Audit and Risk Committee is established in accordance with Section 30 of the <i>Financial and Performance Management Standard 2019</i>, at the direction of the Director-General. The Committee reports to the DATSIP Board and the Director-General. The Committee observes the terms of its charter and has due regard to Queensland Treasury's Audit Committee Guidelines.</p>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Sue Ryan, External Independent Member (Chair)</li> <li>• Richard Moore, External Independent Member</li> <li>• Ian Mackie, A/Deputy Director-General, Culture and Economic Participation (Member)</li> <li>• Kathy Parton, Deputy Director-General, Policy and Corporate Services (Member)</li> <li>• Emerging Aboriginal or Torres Strait Islander leader – Robert Barden, Senior Executive Support Officer (Member)</li> <li>• Emerging Aboriginal or Torres Strait Islander leader – currently vacant (Member).</li> <li>• Standing invited guests: Director-General, DATSIP; Chief Finance Officer, DATSIP; Senior Director, Corporate Services, DATSIP; Head of Internal Audit, Department Communities, Disability Services and Seniors; Sector Director, Queensland Audit Office and Audit Manager, Queensland Audit Office.</li> </ul>
<b>Remuneration</b>	<p>Audit and Risk Committee Chair's annual remuneration: \$4,800</p> <p>Audit and Risk Committee external member's remuneration: \$2,000</p>
<b>Meeting frequency</b>	The Audit and Risk Committee meets quarterly. The Audit and Risk Committee met two times during the final reporting period 1 July 2020 to 12 November 2020.

## Appendix 3: Department boards and committees (continued)

AGENCY CONSULTATIVE COMMITTEE	
<b>Purpose</b>	The purpose of the Agency Consultative Committee (ACC) is to facilitate meaningful consultation between the department's executive management and the unions on matters arising under the State Government Department's Certified Agreement 2015 and/or subsequent Certified Agreements, as well as matters that otherwise impact or may impact upon the workforce of DATSIP.
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Deputy Director-General, Policy and Corporate Services, (Co-Chair)</li> <li>• Workplace delegates of Together Qld Union of Employees (Co-Chair and Members)</li> <li>• Executive Director, Infrastructure and Coordination, (Member)</li> <li>• Deputy Director-General, Culture and Economic Participation, (Member)</li> <li>• Official representative of Together Queensland Union of Employees (Member)</li> <li>• Director, Cultural Heritage, Culture and Economic Participation (Member)</li> <li>• Senior Director, Corporate Services, (Invitee).</li> </ul>
<b>Meeting frequency</b>	The Agency Consultative Committee meets at least five times per year. The Agency Consultative Committee met two times during the final reporting period 1 July 2020 to 12 November 2020.
FINANCE COMMITTEE	
<b>Purpose</b>	<p>The Finance Committee is established to provide expert advice and support to assist the Director-General as the Accountable Officer, to discharge that position's legislated financial management responsibilities.</p> <p>The Finance Committee reports to the DATSIP Board. The Finance Committee is chaired by the Director-General and is comprised of DATSIP's Board Members. As such – the Finance Committee is a decision-making authority.</p>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Director-General, (Chair)</li> <li>• Deputy Director-General, Culture and Economic Participation, (Member)</li> <li>• Deputy Director-General, Policy and Corporate Services, (Member)</li> <li>• Executive Director, Infrastructure and Coordination, (Member)</li> <li>• Chief Finance Officer, (Member)</li> <li>• Senior Director, Corporate Services (Member).</li> </ul> <p>The Committee may invite guests based on the requirement and as determined by the Chair.</p>
<b>Meeting frequency</b>	The Finance Committee meets monthly or as required, with due notice given to all members. The Finance Committee met four times during the final reporting period 1 July 2020 to 12 November 2020.



## Appendix 3: Department boards and committees (continued)

### INFORMATION AND COMMUNICATION TECHNOLOGY STEERING COMMITTEE

#### Purpose

The purpose of the Information and Communication Technology Steering Committee is to provide the Information and Communication Technology (ITC) strategic direction to the Department of Aboriginal and Torres Strait Islander Partnerships and ensure the investments in new information management and ICT projects are aligned with departmental and whole-of-government priorities.

#### Membership

- Deputy Director-General, Policy and Corporate Services and Chief Information Officer, (Member)
- Deputy Director-General, Culture and Economic Participation, (Member)
- Chief Finance Officer, (Member)
- Manager, Information and Communication Technology, (Special non-voting Member)
- Director, Social Policy (Member)
- Director, Cultural Heritage Unit (Member)
- Regional Director, Cairns and Hinterland Region (Member)
- Senior Architecture Consultant (Networks), Queensland Government Chief Information Office (QGCI) (Member).

The Director, Information Management and Security, Department Communities, Disability Services and Seniors, had been identified as a representative of the primary external ICT service provider who would be invited to the meetings on 'as required' basis.

Other guests may be invited based on the requirement and as determined by the Chair.

#### Meeting frequency

The ICT Steering Committee meets bi-monthly as a minimum. The ICT Steering Committee met one time during the final reporting period 1 July 2020 to 12 November 2020.

# Appendix 4: Service Delivery Statements

## Performance Statement

The following section provides details of the Department of Aboriginal and Torres Strait Islander Partnerships' performance during this reporting period.

## Economic Participation

### Service area objective

To increase the economic participation of Aboriginal peoples and Torres Strait Islander peoples.

### Service area description

This service area aims to increase the economic participation of Aboriginal peoples and Torres Strait Islander peoples in the Queensland economy by delivering policies, programs and services that result in Aboriginal peoples and Torres Strait Islander peoples entering and actively participating in the workforce, and having more opportunities to secure businesses, to own land and to own their homes.

This includes building a reframed relationship between the Queensland Government and Aboriginal and Torres Strait Islander Queenslanders, brokering employment opportunities in various industry sectors, assisting aspiring Aboriginal and Torres Strait Islander home owners to move towards home ownership, and improving business opportunities for Aboriginal and Torres Strait Islander businesses.

DEPARTMENT OF ABORIGINAL AND TORRES STRAIT ISLANDER PARTNERSHIPS	NOTES	2020–2021 TARGET/EST.	2020–2021 ACTUAL (for this reporting period)
<b>SERVICE AREA: ECONOMIC PARTICIPATION</b>			
<b>Service standards</b>			
<i>Effectiveness measures</i>			
Number of job placements for Aboriginal peoples and Torres Strait Islander peoples facilitated by the department	1, 2	720	<b>232</b>
Percentage of Aboriginal peoples and Torres Strait Islander peoples successfully employed three months after placement by the Youth Employment Program	3	70%	<b>87.8%</b>
Percentage of Aboriginal peoples and Torres Strait Islander peoples successfully employed six months after placement by the Youth Employment Program	4, 5	50%	<b>N/A</b>
Number of houses made available for ownership by Aboriginal peoples and Torres Strait Islander peoples in targeted communities through Queensland Government investment	6, 7	30	<b>12</b>
Number of Aboriginal and Torres Strait Islander businesses securing government procurement	8	450	<b>294</b>
Value of government procurement from Aboriginal and Torres Strait Islander businesses	9	\$350M	<b>\$78.82M</b>
<i>Efficiency measure</i>			
Total cost per hour of economic participation policy	10, 11	\$103	<b>\$95.13</b>

## Appendix 4: Service Delivery Statements (continued)

### Notes

1. This is a proxy measure of effectiveness measuring the number of job placements that have been facilitated for Aboriginal peoples and Torres Strait Islander peoples through the Economic Participation Program. This program, which is delivered across the State, aims to increase the participation of Aboriginal and Torres Strait Islander Queenslanders in employment by facilitating job placements that are full-time, part-time or casual, as well as apprenticeships. The calculation of this figure is based on the total number of job placements where individuals meet the employment criteria.
2. This is the year-to-date result for the number of job placements facilitated for Aboriginal peoples and Torres Strait Islander peoples as at 31 October 2020.
3. This service standard measures the proportion of Aboriginal peoples and Torres Strait Islander peoples who, under the Youth Employment Program, remain in employment for three months after initial placement. The Youth Employment Program is an employment support program for young Aboriginal and Torres Strait Islanders who are finishing high school and looking for work or considering further education. This is the year-to-date result as at 31 October 2020.
4. This service standard measures the proportion of Aboriginal peoples and Torres Strait Islander peoples who, under the Youth Employment Program, remain in employment for six months after initial placement.
5. While the service standard related to three months post job placement is a key indicator of successful transitions to the workplace by Youth Employment Program candidates, the additional service standard of six months after placement provides an indication of successful job retention and sustainable employment. This data is yet to be collected for 2020–2021 and will be reported in the receiving agency's Service Delivery Statement for 2020–2021 and their 2020–2021 Annual Report.
6. This service standard relates to a Queensland Government initiative to facilitate home ownership in targeted communities through the removal of legal and land tenure roadblocks to home ownership, to make land available for housing. Houses are deemed to be made available for ownership after Native Title has been addressed, the lot survey has been completed and registered, the land trustee has approved the home ownership application, and all development approvals have been approved by the Council. This is the year-to-date result as at 30 November 2020.
7. Targeted communities include: Aurukun, Cherbourg, Woorabinda, Doomadgee, Hope Vale, Kowanyama, Lockhart River, Mapoon, Mornington Island, Napranum, Northern Peninsula Area (five communities), Palm Island, Pormpuraaw, Yarrabah, Wujal Wujal, the Torres Strait (15 islands), Coen and Mossman Gorge.
8. This is a proxy measure of effectiveness measuring the Queensland Government's progress in growing the number of Aboriginal and Torres Strait Islander businesses that have secured Government procurement. The department contributes to this measure by connecting agency and industry business supply and employment opportunities, and by linking investments that support Aboriginal and Torres Strait Islander businesses to build capability/capacity to win procurement contracts. This is the year-to-date result as at 30 September 2020.
9. This is a whole-of-government service standard which measures the Queensland Government's progress in increasing the total value of Government procurement from known Aboriginal and Torres Strait Islander businesses (including not-for-profit organisations). The department connects agency and industry business supply and employment opportunities, and links investments that support Aboriginal and Torres Strait Islander businesses to build capability/capacity to win procurement contracts. This is the year-to-date result as at 30 September 2020.
10. This service standard assesses the department's efficiency in delivering economic participation policy advice and development by monitoring trend data over time in relation to the total cost per hour of economic participation policy advice and development delivered.
11. The calculation of this figure is based on the department's Policy Branch costs which include salaries and operating costs such as telecommunications, accommodation and corporate costs related to the provision of routine economic participation policy advice and policy development. This is the year-to-date result as at 12 November 2020.

## Community Participation

### Service area objective

To increase the community participation of Aboriginal peoples and Torres Strait Islander peoples.

### Service area description

This service area aims to improve the community participation and wellbeing of Aboriginal peoples and Torres Strait Islander peoples by delivering and influencing policies and programs that result in greater social cohesion, connected communities, and communities that protect and value Aboriginal and Torres Strait Islander cultures and heritage.

This includes supporting key reforms related to child protection, domestic and family violence and justice; and leading whole-of-government efforts to reframe the relationship between the Queensland Government and Aboriginal and Torres Strait Islander Queenslanders and improve the life outcomes of Aboriginal and Torres Strait Islander Queenslanders.

DEPARTMENT OF ABORIGINAL AND TORRES STRAIT ISLANDER PARTNERSHIPS	NOTES	2020–2021 TARGET/EST.	2020–2021 ACTUAL (for this reporting period)
<b>SERVICE AREA: COMMUNITY PARTICIPATION</b>			
<b>Service standards</b>			
<b>Effectiveness measure</b>			
Customer satisfaction with cultural heritage services provided by the department	1, 2	75%	<b>N/A</b>
<b>Efficiency measures</b>			
Average cost per cultural heritage search request processed	3, 4	\$33	<b>\$27.45</b>
Average cost per community and personal histories request processed	5, 6	\$5,310	<b>\$4,907</b>
Total cost per hour of community participation policy	7, 8	\$103	<b>\$95.13</b>

### Notes

1. This service standard measures overall customer satisfaction with the delivery of cultural heritage services provided by the department through the Cultural Heritage Online Portal.
2. The survey data is based on responses received from registered land users comprising local, state and Australian Government users, Government-owned corporations, non-Government organisations, legal firms, private companies and consultants; and the public, from 1 January to 31 December each year. Registered land users access the Cultural Heritage Online Portal to ensure that they comply with their cultural heritage duty of care. The result for this measure is not available for inclusion in the final report for the reporting period between 1 July 2020 and 12 November 2020, as the data is collected annually.
3. This service standard measures the efficiency of the department's cultural heritage search request processes. The cost per search request processed calculation is based on the number of search requests received, staffing costs, costs related to providing and maintaining the Cultural Heritage Database system, and operating costs such as accommodation, information technology and corporate costs.
4. This service standard relates to a significant component of the department's service delivery which ensures that land users, Aboriginal and Torres Strait Islander parties and the public can access cultural heritage information to assess the cultural value of areas. This is the year-to-date result as at 12 November 2020.
5. This service standard measures the efficiency of the department's community and personal histories request processes. The cost per service request calculation is based on staffing and report production expenses including a reflection of the complexity of individual personal history requests, and includes operating costs such as telecommunications, accommodation, information technology and direct corporate support costs.
6. This service standard relates to a significant component of the department's service delivery which ensures that Aboriginal and Torres Strait Islander Queenslanders have access to community and personal histories services that enable them to reconnect with their families and traditional country. This is the year-to-date result as at 12 November 2020.
7. This service standard measures the department's efficiency in delivering community participation policy advice and development by monitoring trend data over time in relation to the total cost per hour of community participation policy advice and development delivered.
8. The calculation of this figure is based on the department's Policy Branch costs which include salaries and operating costs such as telecommunications, accommodation and corporate costs related to the provision of routine community participation policy advice and policy development. This is the year-to-date result as at 12 November 2020.

# Appendix 5: Government bodies

FAMILY RESPONSIBILITIES BOARD					
<b>Act or instrument</b>	<i>Family Responsibilities Commission Act 2008</i>				
<b>Functions</b>	The purpose of the Family Responsibilities Board is to give advice and make recommendations to the Minister for Aboriginal and Torres Strait Islander Partnerships about the operation of the Family Responsibilities Commission.				
<b>Achievements</b>	Recommended to the Minister the re-appointment of an Aboriginal Commissioner to the Family Responsibilities Commission; supported the Family Responsibilities Commission to respond to local issues; and continued to provide oversight for a legislative review of the <i>Family Responsibilities Commission Act 2008</i> .				
<b>Financial reporting</b>	N/A				
REMUNERATION					
Position	Name	Meetings/ sessions attendance	Approved annual, sessional or daily fee	Approved sub- committee fees if applicable	Actual fees received
<b>Chair</b>	Dr Chris Sarra	1	No remuneration	N/A	Nil
<b>Member</b>	Raymond Griggs	1	No remuneration	N/A	Nil
<b>Member</b>	Noel Pearson	1	No remuneration	N/A	Nil
<b>No. scheduled meetings/sessions</b>	1				
<b>Total out of pocket expenses</b>	Nil				

# Appendix 6: Compliance checklist

SUMMARY OF REQUIREMENT	BASIS FOR REQUIREMENT	ANNUAL REPORT REFERENCE
<b>Letter of compliance</b>	A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7 ii
<b>Accessibility</b>	Table of contents	ARRs – section 9.1 iii – iv
	Glossary	ARRs – section 9.1 66 – 67
	Public availability	ARRs – section 9.2 80
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 80
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.3 80
	Information licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5 80
<b>General information</b>	Introductory information	ARRs – section 10.1 v – 11
	Agency role and main functions	ARRs – section 10.1 1, 3, 4, 7
	Machinery of Government changes	ARRs – section 10.2, 31 and 32 1, 45
	Operating environment	ARRs – section 10.3 9
<b>Non-financial performance</b>	Government’s objectives for the community	ARRs – section 11.1 1
	Other whole-of-government plans/specific initiatives	ARRs – section 11.2 iv, 7, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 28, 29
	Agency objectives and performance indicators	ARRs – section 11.3 3, 4, 74, 75, 76, 77
	Agency service areas and service standards	ARRs – section 11.4 74 – 77
<b>Financial performance</b>	Financial performance summary	ARRs – section 12.1 31 – 34
<b>Governance – management and structure</b>	Organisational structure	ARRs – section 13.1 5
	Executive management	ARRs – section 13.2 6
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3 9
	Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 30
	Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5 29
	Queensland public service values	ARRs – section 13.6 1
<b>Governance – risk management and accountability</b>	Risk management	ARRs – section 14.1 9, 10, 11, 30
	Audit committee	ARRs – section 14.2 71
	Internal audit	ARRs – section 14.3 30
	External scrutiny	ARRs – section 14.4 30
	Information systems and recordkeeping	ARRs – section 14.5 30
<b>Governance – human resources</b>	Strategic workforce planning and performance	ARRs – section 15.1 27
	Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2 28
<b>Open Data</b>	Statement advising publication of information	ARRs – section 16 80
	Consultancies	ARRs – section 33.1 <a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	Overseas travel	ARRs – section 33.2 <a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	Queensland Language Services Policy	ARRs – section 33.3 <a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
<b>Financial statements</b>	Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1 61
	Independent Auditor’s Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2 62 – 64

FAA *Financial Accountability Act 2009*  
 FPMS *Financial and Performance Management Standard 2019*  
 ARRs *Annual report requirements for Queensland Government agencies*

# Public availability of report

This annual report is available at [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

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**Attribution:** The State of Queensland (Department of Aboriginal and Torres Strait Islander Partnerships) Final Report 1 July 2020 – 12 November 2020.

ISSN 2653-0201(Online)

ISSN 2653-0198 (Print)

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