

Reconciliation Action Plans

A framework for reconciliation action

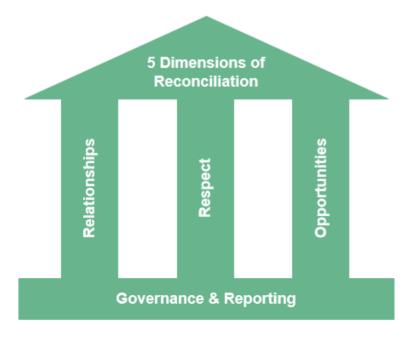
Reconciliation Australia defines reconciliation through <u>five critical dimensions</u> that together represent a holistic and comprehensive picture of reconciliation. The five dimensions are:

- race relations
- equality and equity
- institutional integrity
- unity
- · historical acceptance.

Read more about the five dimensions in the <u>State of Reconciliation in Australia Report.</u>

The five dimensions of reconciliation set out a clear roadmap toward a just, equitable and reconciled Australia. Whilst significant progress has been made in the past 25 years, much unfinished work remains. All sections of the community—governments, civil society, the private sector and Aboriginal and Strait Islander communities—have a role to play. With this task ahead how can individuals, organisations and communities know where to start?

Reconciliation Australia provides a framework for implementing reconciliation initiatives in the workplace and beyond. Through three core pillars of relationships, respect and opportunities, underpinned by governance and reporting practices, individuals, organisations, and communities can turn their good intentions into action to support the national reconciliation movement.



Relationships

At the heart of reconciliation is the relationship between the broader Australian community and Aboriginal and Torres Strait Islander peoples. To achieve reconciliation, we need to develop strong relationships built on trust and respect, and that are free of racism.



Almost all Australians believe the relationship between Aboriginal, Torres Strait Islander and non-Indigenous Australians is important, yet high levels of racism and low levels of trust between each other prevail.

When we get to know each other, attitudes and behaviours toward each other improve. Further, when programs and policies that affect the lives of Aboriginal and Torres Strait Islander peoples are developed and implemented in partnership, better outcomes are achieved.

From a human rights perspective, relationships are central to principles of Aboriginal and Torres Strait Islander self-determination and free, prior and informed consent outlined under the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

Respect

Understanding of and respect for Aboriginal and Torres Strait Islander cultures, rights and experiences underpins progress toward all five dimensions of reconciliation. Without respect for Aboriginal and Torres Strait Islander ways of doing things, respectful relationships cannot be built. Without pride in Aboriginal and Torres Strait Islander cultures and heritage, we cannot foster a shared national identity. Without understanding the wrongs of the past, we cannot prevent these wrongs from being repeated.

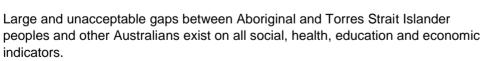


Over a third of Australians are still unsure, or do not accept a number of key facts about Australia's past institutional prejudices against Aboriginal and Torres Strait Islander peoples. Further, the majority of Australians still describe their knowledge of Aboriginal and Torres Strait Islander cultures as low.

When individuals, organisations and sectors embed cultural competence into their everyday business, we know that Aboriginal and Torres Strait Islander peoples face less barriers in terms of accessing health, education and employment opportunities. Crucially, respect for and protection of culture, along with equality and non-discrimination are also fundamental human rights that apply to all peoples, including Aboriginal and Torres Strait Islander peoples.

Opportunities

Equal participation in a range of life opportunities is crucial for the well-being of all peoples, including Aboriginal and Torres Strait Islander peoples.





Respectful relationships form the basis for tackling this national challenge. Developing and implementing culturally appropriate, partnership-centered solutions that uphold the unique rights of Aboriginal and Torres Strait Islander peoples helps to create the right environment for Aboriginal and Torres Strait Islander peoples to participate equally across education, employment and health opportunities.

Read more about the attitudes, perceptions and behaviors shaping relationships, respect and opportunities between Aboriginal and Torres Strait Islander and non-Indigenous Australians in the *Australian Reconciliation Barometer*.

Which type of RAP is right for you?

The Reconciliation Action Plan (RAP) framework provides workplaces with a nationally recognised framework to plan, implement and report on their commitments to reconciliation using the three core pillars of relationships, respect and opportunities. There are four different types of RAP that a workplace can implement: *Reflect, Innovate, Stretch* and *Elevate*. Each type of RAP is designed to suit an organisation at different stages of its reconciliation journey and is symbolised by a unique logo provided to organisations through Reconciliation Australia's endorsement process.

The **Elevate RAP** is for workplaces with a proven track record of embedding effective RAP initiatives (i.e. through strong implementation of at least one Stretch RAP) and are ready to take on a leadership role to advance dimensions of reconciliation at a societal level. Workplaces with an Elevate RAP are also expected to demonstrate greater transparency and accountability through an independent assessment of their reconciliation activities. To develop an Elevate RAP, workplaces must work in close partnership with Reconciliation Australia and Aboriginal and Torres Strait Islander organisations. As such, the first step to take if you aspire to develop an Elevate RAP is to contact Reconciliation Australia to discuss requirements, expectations and process prior to commencement.

For all other RAP types, the following table provides an overview of the key expectations and requirements for each type.

	REFLECT	INNOVATE	STRETCH
Focus	Lay the foundations.	Develop and test.	Embed and expand.
Description	Prepare your workplace for future RAPs and reconciliation initiatives.	Develop innovative strategies to establish the best approach for advancing reconciliation in your workplace.	Embed reconciliation activities in your workplace and expand your impact in your sphere of influence.
Duration	12-18 months.	2 years.	2-3 years.
Suitable for	Workplaces that are new to reconciliation or unsure of how their workplace could or should commit.	EITHER: Workplaces that have built relationships with Aboriginal and Torres Strait Islander stakeholders and are ready to commit to reconciliation actions tailored to their workplaces and sphere of influence. OR: Workplaces that have a strong engagement in reconciliation and want to continue to improve their approaches and / or try new approaches.	Workplaces that are confident in their tried and tested approach to reconciliation and are ready to commit to tailored, measureable reconciliation commitments in their business activities, services, programs and broad sphere of influence. Workplaces that are ready to commit to strategic, outcomes-focused thinking guided by a strong vision for reconciliation and the five dimensions of reconciliation.

	REFLECT	INNOVATE	STRETCH
Prerequisites	Have senior level approval to develop a RAP.	 Have previously completed a RAP or demonstrated experience in reconciliation. Have a RAP Working Group with Aboriginal and Torres Strait Islander representation. Support from senior leadership. Support and good will from staff. 	 Have previously completed an Innovate or Stretch RAP. Have a RAP Working Group with Aboriginal and Torres Strait Islander representation. Strong support and engagement from senior leadership, including a designated RAP Champion. High level of staff engagement. Demonstrated collaboration with Aboriginal and Torres Strait Islander organisations and your sphere of influence to advance reconciliation. Have developed strategies, processes and systems to implement and capture information on RAP commitments (including staff cultural learning, employment, and procurement spend).
Key commitments	 Establish RAP Working Group with Aboriginal and Torres Strait Islander representation. Scope and reflect on how your workplace can contribute to reconciliation. Build an understanding of your Aboriginal and Torres Strait Islander stakeholders and sphere of influence. Prepare business cases to senior leaders to gain their support for reconciliation initiatives (including staff engagement, cultural learning, employment, and procurement). Report annually to RA. 	 Maintain RAP Working Group with Aboriginal and Torres Strait Islander representation. Develop and pilot strategies for reconciliation initiatives (including cultural learning, employment, and procurement). Explore how your workplace can drive reconciliation through its business activities, services, programs, staff and broad sphere of influence. Develop mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders. Communicate RAP and engage staff throughout the organisation in reconciliation. Publish RAP publically on Reconciliation Australia's website. Report annually to RA and publically on RAP activities. 	 Maintain RAP Working Group with Aboriginal and Torres Strait Islander representation and senior leadership involvement. Set measurable targets against RAP commitments (including staff cultural learning, employment, and procurement spend). Strong, meaningful engagement with Aboriginal and Torres Strait Islander stakeholders. Implement strategies that engage staff and external sphere of influence in reconciliation. Implement strategies for reconciliation initiatives (including cultural learning, employment, and procurement). Commit to strategic, outcomes-focused actions and deliverables (i.e. guided by your vision for reconciliation and the five dimension of reconciliation) tailored to your workplace and sphere of influence. Publish RAP publically on Reconciliation Australia's website. Report annually to RA and publically on RAP activities

Required actions and deliverables

Each type of RAP outlines a set of actions and deliverables that workplaces are required to commit to in order to receive Reconciliation Australia's endorsement and unique RAP logo. The following table provides a list of required actions and deliverables workplaces must commit to for each type.

RELATIONSHIPS				
ACTION	REFLECT DELIVERABLES	INNOVATE DELIVERABLES	STRETCH DELIVERABLES	
Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	 Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence. Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 	 Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement. Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations. 	 Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to continuously improve guiding principles for engagement. Review, update and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders. Establish and maintain [number] formal two-way partnerships with Aboriginal and Torres Strait Islander communities or organisations. including [list organisations]: (Either set measurable target AND/OR list organisation names) 	
Build relationships through celebrating National Reconciliation Week (NRW).	 Circulate Reconciliation Australia's NRW resources and reconciliation materials to staff. RAP Working Group members to participate in an external NRW event. Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	 Circulate Reconciliation Australia's NRW resources and reconciliation materials to staff. RAP Working Group members to participate in an external NRW event. Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW Organise at least one NRW event each year. Register all our NRW events on Reconciliation Australia's NRW website. 	 Circulate Reconciliation Australia's NRW resources and reconciliation materials to all staff. RAP Working Group members to participate in an external NRW event. Encourage and support staff and senior leaders to participate in [number] external events to recognise and celebrate NRW, including [list events]: (Either set measurable target AND/OR lisevents) Organise [number] internal NRW events, including at least one organisation-wide NRW event, each year. 	

Promote reconciliation through our sphere of influence.	 Communicate our committment to reconciliation to all staff. Identify external stakeholders that our organisation can engage with on our reconciliation journey. Identify RAP and other likeminded organisations that we could approach to collaborate with on our reconciliation journey. 	 Implement strategies to engage our staff in reconciliation. Communicate our commitment to reconciliation publically. Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes. Collaborate with RAP and other likeminded organisations to develop ways to advance reconciliation. 	 Register all our NRW events on Reconciliation Australia's NRW website. Implement strategies to engage all staff to drive reconciliation outcomes. Communicate our commitment to reconciliation publically. Implement strategies to positively influence our external stakeholders to drive reconciliation outcomes. Collaborate with [number] RAP and other like-minded organisations to implement ways to advance reconciliation, including [list organisations]: (Either set measurable target AND/OR list organisation names)
Promote positive race relations through anti-discrimination strategies.	 Research best practice and policies in areas of race relations and anti-discrimination. Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. 	 Conduct a review of HR policies and procedures to identify existing antidiscrimination provisions, and future needs. Develop, implement and communicate an anti-discrimination policy for our organisation. Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy. Educate senior leaders and managers on the effects of racism. 	 Continuously improve HR policies and procedures concerned with antidiscrimination. Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to continuously improve our antidiscrimination policy. Implement and communicate an antidiscrimination policy for our organisation. Provide ongoing education opportunities for senior leaders and managers on the effects of racism. Senior leaders to publically support anti-discrimination campaigns, initiatives or stances against racism.

RESPECT			
ACTION	REFLECT DELIVERABLES	INNOVATE DELIVERABLES	STRETCH DELIVERABLES
Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	 Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation. Conduct a review of cultural learning needs within our organisation. 	 Conduct a review of cultural learning needs within our organisation. Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy. Develop, implement and communicate a cultural learning strategy for all staff. Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning. 	 Conduct a review of cultural learning needs within our organisation. Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy. Implement and communicate a cultural learning strategy for our staff. Commit all RAP Working Group members, HR managers, senior executive group and all new staff to undertake formal and structured cultural learning. [%] all staff to undertake formal and structured cultural learning.
Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	 Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area. Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	 Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country. Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year. Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings. 	 Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. Implement and communicate a cultural protocol document (tailored for all local communities we operate in), including protocols for Welcome to Country and Acknowledgement of Country. Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at [number] significant events each year, including [list events]: (Either set measurable target AND/OR list events) Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.

			 Staff and senior leaders provide an Acknowledgement of Country or other appropriate protocols at all public events. Display an Acknowledgment of Country plaque or other appropriate protocols in our office/s or on our buildings.
Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	 Raise awareness and share information amongst staff about the meaning of NAIDOC Week. Introduce staff to NAIDOC Week by promoting exteranl events in our local area. RAP Working Group to participate in an external NAIDOC Week event. 	 RAP Working Group to participate in an external NAIDOC Week event. Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week. Promote and encourage participation in external NAIDOC events to all staff. 	 RAP Working Group to participate in an external NAIDOC Week event. Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week. Support all staff to participate in [number] external NAIDOC Week events in our local area, including [list events]: (Either set measurable target AND/OR list events) In consultation with Aboriginal and Torres Strait Islander stakeholders, support [number] external NAIDOC Week events each year, including [list events]: (Either set measurable target AND/OR list events)

OPPORTUNITIES			
ACTION	REFLECT DELIVERABLES	INNOVATE DELIVERABLES	STRETCH DELIVERABLES
Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	 Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation. Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. 	 Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy. Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy. Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders. Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace. Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce. 	 Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy. Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy. Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders. Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace. Aboriginal and Torres Strait Islander employees to be supported to take on management and senior level positions. Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce from [%] to [%].
Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	 Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses. Investigate Supply Nation membership. 	 Develop and implement an Aboriginal and Torres Strait Islander procurement strategy. Investigate Supply Nation membership. Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses. 	 Develop and implement an Aboriginal and Torres Strait Islander procurement strategy. Investigate Supply Nation membership. Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.

	Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	 Maintain commercial relationships with [number] Aboriginal and/or Torres Strait Islander businesses, including [list businesses]: (Either set measurable target AND/OR list business names). Increase our overall spend on goods and services purchased each year with Aboriginal and Torres Strait Islander owned businesses from [%] to [%]. Train all relevant staff in contracting Aboriginal and Torres Strait Islander businesses through Supply Nation or an equivalent organisation.
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GOVERNANCE			
ACTION	REFLECT	INNOVATE	STRETCH
Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	 Form a RWG to govern RAP implementation. Draft a Terms of Reference for the RWG. Establish Aboriginal and Torres Strait Islander representation on the RWG. 	 Maintain Aboriginal and Torres Strait Islander representation on the RWG. Establish and apply a Terms of Reference for the RWG. RWG meet at least four times per year to drive and monitor RAP implementation. 	 Maintain Aboriginal and Torres Strait Islander representation on the RWG. Apply a Terms of Reference for the RWG. RWG meet at least four times per year to drive and monitor RAP implementation.
Provide appropriate support for effective implementation of RAP commitments.	 Define resource needs for RAP implementation. Engage senior leaders in the delivery of RAP commitments. Define appropriate systems and capability to track, measure and report on RAP commitments. 	 Define resource needs for RAP implementation. Engage senior leaders and other staff in the delivery of RAP commitments. Define and maintain appropriate systems and capability to track, measure and report on RAP commitments. Appoint and maintain an internal RAP Champion from senior management. 	 Embed resource needs for RAP implementation. Embed key RAP actions in performance expectations of senior management and all staff. Embed appropriate systems and capability to track, measure and report on RAP commitments. Maintain an internal RAP Champion from senior management. Include our RAP as a standing agenda item at senior management meetings.
Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	 Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. Report RAP progress to all staff and senior leaders quarterly. Publically report our RAP achievements, challenges and learnings, annually. Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer. 	 Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. Report RAP progress to all staff and senior leaders quarterly. Publically report against our RAP commitments annually, outlining achievements, challenges and learnings. Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.
Continue our reconciliation journey by developing our next RAP.	 Register via Reconciliation Australia's <u>website</u> to begin developing our next RAP. 	 Register via Reconciliation Australia's <u>website</u> to begin developing our next RAP. 	 Register via Reconciliation Australia's website to begin developing our next RAP.

Do you think this resource can be improved? **Email raps@reconciliation.org.au**

