

National Reconciliation Week

Let's walk the talk!



National Reconciliation Week
Let's walk the talk!
27 May – 3 June

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationships	Host or encourage others to host a team Morning Tea	Organise catering through an Indigenous organisation (ask your procurement team or your local community contacts).	<p>Send an email out to your team (via the Comms team if required), or team organiser contacts, inviting them to attend or host a morning tea.</p> <p>An interesting idea would be to pose three thought-provoking questions in the invite encouraging employees to attend, particularly if they'd don't know the answers.</p> <p>If you have a longer lead time, print out posters inviting employees to the morning tea and post them around your work areas.</p> <p>You could engage a local Indigenous leader to provide a Welcome to Country and to share their story or Invite a Jawun secondee, Indigenous employee or RAP contact to share their experiences.</p>	Team Building; raise awareness of your RAP with all of your employees; building respect through education.	Quick Win	<p>Thought provoking questions</p> <p>Morning tea poster</p> <p>Morning tea (attend) email text</p> <p>Morning tea (host) email text</p>
Respect	Arrange an Indigenous Heritage trail for your next team building event	Arrange an outing for employees to raise awareness of Aboriginal and Torres Strait Islander culture and heritage.	<p>Send an email out to your team (via the Comms team if required), or team organiser contacts suggesting the idea or inviting them to attend.</p> <p>Make contact with a suitable host (local Elder or Indigenous employee) to lead a tour to a place of significance near your workplace.</p> <p>Look to your local communities and surroundings for ideas of what you have access to in your location. Contact your local</p>	Team Building; increase employee respect and understanding.	Quick win	Aboriginal land councils

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
			Aboriginal Land Council, city council Aboriginal Project Officer or Aboriginal Unit of National Parks & Wildlife for help.			
Respect	Hold a trivia night with an Indigenous flavour	Organise for a social club or after work event to hold a trivia night. Include some Indigenous awareness questions.	<p>Send an email out to your team (via the Comms team if required), or team organiser contacts inviting them to attend or host a trivia night.</p> <p>Why not use the Trivia night to help to raise awareness of Aboriginal and Torres Strait Islander people's culture and history.</p> <p>Another option could be to create an online trivia quiz that participants fill out in their own time by a certain date. Think about having a prize for the staff member who answers first and gets the most questions right.</p>	Team Building; create respect and understanding in employees via a fun channel.	Good idea	Thought provoking questions Share Our Pride website
Relationships	(new RAP organisations) Form a RAP working group	Set-up your internal RAP working group; work on RAP initiatives and bring your RAP to life.	<p>Send out a communication to let employees know that the group is being set up, how they can join. Provide information on your RAP, what it is about and what their involvement would entail.</p> <p>Tap into established channels such internal social media, Corporate and social responsibility team, HR, Community team and Diversity Councils.</p> <p>Think about holding regular meetings, including face to face to keep momentum going.</p> <p>Also think about having external stakeholders in your working group in an advisory capacity.</p>	Staff Engagement; bring your RAP to life and put commitment behind the initiatives.	Quick win	
Relationships	Add an Aboriginal	Lobby to have RA or an Aboriginal or	Talk to appropriate area of your business to determine how to have the organisation	Staff engagement; align	Quick win	Sample text

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
	organisation to your Workplace Giving Scheme	Torres Strait Islander community partner added so it receives a regular income.	<p>added. Explain the linkage to the commitments made in your RAP and your actions are creating a positive outcome that you can promote.</p> <p>Once added, use the suggested wording and send out a communication telling people that this has been done and why – use the opportunity to build further awareness of your organisations RAP.</p>	your organisation's actions with your RAP		
Relationships	Set-up a Virtual Community in your organisation	Set-up a group to connect like-minded people and share and promote reconciliation initiatives.	<p>Send out a communication to let employees know that the group is being set up and how they can join.</p> <p>Tap into established channels such internal social media, Corporate and social responsibility team, HR, Community team and Diversity Councils.</p> <p>While your primary method of contact is online through emails, blogs, social media etc you could also be a group that meets face-to-face, hold a morning tea once a quarter/ year.</p>	Staff engagement; bring together the naturally passionate to create a forum to share news and ideas and to be advocates in their areas of the organisation.	Good idea	Suggested email text
Relationships	Staff Secondments	Gain approval to have staff secondments or staff exchange programs set up within your organisation.	<p>Secondments could be of any length. Sending skilled employees to assist Indigenous organisations where they may have a skill gap.</p> <p>Alternatively organise for an Indigenous organisation employee to work with your organisation for a period of time to learn new skills and gain different experiences.</p> <p>Once you have a good news story ensure that you upload an intranet story or include in newsletter on secondments in your business. Organise for secondments that your</p>	Staff engagement; Contributes to becoming an employer of Choice.	Quick win	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
			organisation is taking part in to be showcased on your intranet or through team newsletters. Include details on who, where, how long and some interesting insights that have been gained through the secondment opportunity.			
Respect	Staff Satisfaction / Engagement Survey	Lobby your organisation to include a question or two in the annual staff satisfaction survey on Indigenous reconciliation.	<p>Once approval has been gained, work with the appropriate team to include a number of the suggested questions in your engagement survey. You will be increasing employee respect and understanding. Additionally you will be able to provide data on the success of your RAP through comparing year on year results after your RAP has been implemented. This data can be used internally to promote your RAP and strengthen the business case for completing activities within your RAP and will help with your reporting to RA.</p> <p>If this doesn't work in your organisation you could think about having a separate diversity survey created to gather information around where your organisation is at now and allow you to measure the impact that your RAP and your actions are having.</p>	Staff engagement; Create tangible data to measure the success of your RAP and a baseline for improvement. Also allows you to benchmark against RA's RAP Barometer	Good idea	Suggested questions
Relationships	Tell an Employee Yarn	Arrange to film or photograph the staff member and promote.	<p>Film a short interview with an Indigenous employee to promote a key date. Make the interview as creative and engaging as possible.</p> <p>The interviews can be focussed around the work environment, the employees own personal story (if they are comfortable sharing) or an activity or initiative that has previously been undertaken to support your</p>	Staff engagement; proven cut-through with employees.	Good idea	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
			<p>RAP or NRW.</p> <p>The stories can then be circulated to your team through a newsletter or uploaded onto your intranet site.</p>			
Respect	Cultural awareness training	Lobby to have cultural awareness training added to your training program.	<p>Once you have gained approval, work with your local community and/or procurement team to source an Aboriginal or Torres Strait Islander organisation to assist you with building the training.</p> <p>Think about organising to engage at a local level, rolled out to all your branches/locations rather than just organising the training through head office and rolling it out to all locations.</p> <p>Another option could be to provide online training, make it a mandatory part of staffs online training.</p>	Staff engagement; Increase employee respect and understanding.	Good idea	
Relationships	Share stories with the Reconciliation network	Use the stories and articles you receive from RA to promote reconciliation to your staff and provide RA with stories and articles of your success.	<p>Circulate the stories and articles to your team through a newsletter or uploaded onto your intranet site.</p> <p>Additionally create your own good news stories and use them as an update to employees on your RAP journey and pass on to RA to promote your success to the reconciliation network.</p>	Staff engagement; create awareness of the initiatives and your RAP.	Quick win	
Respect	RAP awareness stationery	Create stationary and promotional items.	<p>Work with your procurement team or stationary supplier to create promotional items or stationary that can be used as a desk drop to raise awareness of your RAP. Could be handed out in foyer during NRW or NAIDOC week.</p> <p>Eg pens, mouse mats, post-it notes</p>	Staff engagement; Create awareness and conversations about your RAP.	Quick win	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Respect	Create a RAP pocket edition, cheat sheet or postcard	Create or have created, print internally or externally and organise distribution	<p>A RAP is often too long for employees to have “time” to read, think about creating a cheat sheet (quick option), pocket edition (requires more work) or even a simple postcard for distribution to your employees.</p> <p>Create the cheat sheet and ensure that you gain sign off from RA if you plan to use the RA logo. Suggested content would include overall message and minimum elements that you will be participating in over the year. Ensure that you include key dates for people to take particular note of and the outcome from your RAP.</p> <p>For the postcard, think about having the RAP message and where to find more information on one side and your RAP artwork, or a piece of Indigenous Art on the other side. Use it to inform people and also encourage them to visit the full RAP to learn more.</p> <p>Use an Indigenous print supplier to print out whichever option you go with. If you are a Supply Nation member check with them for details or check with your procurement team or local community.</p>	Staff engagement; Create awareness and conversations about your RAP.	Quick win	Supply Nation Website

National Reconciliation Week



RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Opportunity	Create a RAP Short Film for your organisation	Engage an Indigenous creative agency to help you and promote the video.	<p>Bring your RAP to life for the masses (all of your employees) by creating a short film. Include indigenous employees and any other employees who are interested.</p> <p>If you are a Supply Nation member, you can use their site to find a local Indigenous creative agency. Consider working with a young Indigenous film maker.</p> <p>Once you have created your film, think about posting it on the intranet or holding a film showing over morning tea or lunch.</p>	Reputation building; educate employees on your RAP in an engaging format.	Out there	Supply Nation Website

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationships	Display Aboriginal and Torres Strait Islander Flags	Determine which option is right for you and gain budget approval.	<ul style="list-style-type: none"> - Sponsor NRW Street Flags for the month of May. Liaise with your RA contact who will manage the location, flag package and production. Publically show your organisation's commitment to reconciliation alongside RA by sponsoring NRW Street Flags in selected cities. - Display full size flags - A simpler option is to purchase a full size Aboriginal and Torres Strait Islander flag and hang them in your office, they could be hung on the wall in a meeting room or an office. - Flag raising ceremony. Organise to have the Aboriginal and Torres Strait Islander flags flown on flag poles outside your office. Use the flag raising ceremony as an event and invite people to participate and show their support. - Display mini flags - If the full size is too big for your space consider buying mini desk size flags and have them on everyone's desks in the office. <p>Flag World are the exclusive manufacturer of the Aboriginal flag.</p>	Reputation Building; A public way to show the intent.	Quick win	Flagworld

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationships	Support the Charter to achieve Constitutional recognition for Australia's First People	<p>Get your CEO/board member to sign-up.</p> <p>A perfect 'hook' to communicate the RAP message to your whole organisation.</p>	<p>Check out Recognise's website to access the easy sign-up process.</p> <p>Considering holding an information session for all staff to attend so that they understand the importance of the Recognise campaign. Invite a member of Recognise to come in and give a talk about the journey to constitutional recognition.</p> <p>Get your whole organisation to formally sign-up to support the Charter, gain CEO support!</p> <p>Publish an article in your team weekly newsletter / email or upload an article on your intranet detailing what has been achieved and how it ties to your RAP commitment.</p> <p>Additionally buy Recognise merchandise and support the charter.</p>	Reputation building; create a newsworthy event to communicate to your entire organisation (promote your RAP).	Quick win	<p>Order 'Recognise' badges, clothing</p> <p>Sample text for email / intranet article</p>

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Respect	Put up an acknowledgment of traditional owners in your head office and/or branches	Get approval through appropriate channels, create, order and organise distribution.	<p>Organise customised plaques for your head office or main building or generic plaques that can be used throughout branches / multiple site locations.</p> <p>Work with your RAP working group and local Indigenous community to determine what your wording should say.</p> <p>For a customise plaque work with a local Indigenous Creative agency to have your own individual plaque created, wording and design can be individual and suited to your local area.</p> <p>For generic plaques to distribute to all locations, create through an Indigenous creative agency.</p> <p>Send to the person in the branch or location who would be in charge of displays/windows.</p> <p>Send an accompanying letter that details how the plaque fits into your RAP commitments, what it means, how they should brief all of their staff (this is very important, everyone needs to be across the message and the meaning) and asking them to put them up in the window.</p> <p>Think about having a senior manager/CEO sign off the letter and having it compulsory that the plaque be in the window.</p> <p>Ideally a Traditional Owner should be engaged at each site that a plaque will be placed and it is a great idea to have a piece of Aboriginal art accompanying each plaque.</p> <p>Take a photo of your plaque and/or the launch event and promote via social media, internal newsletters/intranet and RA website (share success).</p>	Reputation building; A public way to show the intent of your organisation.	Quick win	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationships	Promote volunteering opportunities with Recognise	Have staff use their volunteering time or personal time to volunteer with Recognise.	<p>Send a communication out via your comms team, volunteering team etc detailing the opportunities. Include the link so they can see all of the opportunities available.</p> <p>There are many ways to participate:</p> <ol style="list-style-type: none"> 1. Sign up as a supporter and help shape the future of this movement, and keep an eye out for email updates. 2. Get your friends and family involved by asking them to sign up too. 3. Join the 'Journey to Recognition' and get involved with events in your area. 4. Wear the R on a badge or t-shirt to spark conversations about recognition. 5. Put a bumper sticker on the car or letterbox to raise the profile of the issue. 6. Like us on Facebook and follow us on twitter so you can add your voice to growing calls for recognition. 7. Come to events in your local area. 8. Call talkback radio & write to your local papers on the importance of recognition. If you'd like more information to help you do this, get in touch at media@recognise.org.au. 	Community engagement ; a great news 'hook' to promote reconciliation.	Good idea	Recognise's website

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationships	Encourage everyone in your organisation to Participate in RA's NRW social media campaign	Set up a hashtag and promote.	Send out communications through email, intranet article, internal channels (Corporate Social responsibility team, HR, Community team) and social media regarding the NRW campaign and your organisations participation. Make sure you log all events in the NRW Events Calendar.	Community engagement; Be visible and part of a louder voice.	Quick win	Facebook Twitter NRW events calendar
Relationships	Engage your local community	Host a BBQ or morning tea for the local community.	If you have a large footprint with many outlets, consider providing each location a nominal amount of money to host a BBQ or morning tea for the local community. Provide them with explanation around your RAP and why they should get involved. You could hold it at any time of the year or have a majority of your locations all host it during NRW. If you arrange a public event, make sure you include a Welcome to Country in the order of proceedings by inviting a local Indigenous elder as guests of honour.	Community engagement; Positive business outcomes likely by promoting your RAP to the general public.	Quick win	
Relationships	Add a RAP message to your hold music or elevator news	Get approval through appropriate channels. Determine wording to be used and where.	Once you have approval, work with the appropriate people to create the wording and have it added. Think about putting up an intranet / newsletter story once it is completed explaining what has been done and how it fits into your RAP. Think about telling your RAP journey story, why you are doing what you are doing and incorporating some of the success stories that you have already achieved. Additionally you could engage with an Aboriginal artist to play music for your hold or elevator music.	Community engagement; Positive business outcomes likely by promoting your RAP to the general public.	Quick win	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationships	Hold a Soccer / Footy / Cricket match for your next team building event	Engage employees, create teams and hold training sessions.	Send an email out to your team (via the Comms team if required), or team organiser contacts inviting them to take part in or hold their own sporting match. Think about organising training sessions. Possibly arrange an Indigenous vs Non-Indigenous game with a social aspect to finish (BBQ/pizza).	Community engagement; A fun way to promote your RAP and network with your RAP organisations or community partners.	Out there	
Relationship	Sponsor a local junior Indigenous sporting team	Get approval through appropriate channels.	Once the sponsorship has been reached and agreed upon communicate the initiative out to your teams. Let staff know when and where the team plays and invite them along to watch a game and cheer on the team.	Community engagement; A fun way to promote your RAP.	Quick win	
Relationships	Host a joint activity with other RAP partners	Engage RAP partners that are geographically close to you to host a bigger joint event with even more impact.	Use your networks and the list of RAP partners available on our website to propose hosting a joint activity. Use any of the ideas listed here or one of your own, but have more impact and access to a bigger audience by joining with other RAP organisations. Think about hosting an event for NRW with geographically located RAP partners to create a bigger impact and ensure that there isn't any overlap or fatigue in the community.	Community engagement; A fun way to promote NRW and network with your RAP partners.	Good idea	List of RAP organisations

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationships	Create a RAP app	Engage developers to develop an app.	<p>Gain approval from appropriate channels. Engage developers to develop an App version of your RAP. Work with your working group to come up with how you will use the App and what it will showcase. You could use the App to guide staff / visitors through your RAP and your commitments or you could use it to tell the story of your RAP journey in a fun and engaging way.</p> <p>The app could be used as a mandatory part of your new starters induction page; giving them a fun, engaging overview of the RAP and what your organisation is doing.</p> <p>Think about positioning iPads around head office foyers with the App loaded for people to look at and play with while they are waiting.</p>	<p>Reputation building; publicising what you are doing.</p>	Good idea	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Respect	Organise a tour of indigenous art in your building	Talk to your art curator or procurement team about what Indigenous art you have in your building.	<p>It could be a guided or self-guided tour.</p> <p>A Self-guided tour could be re-communicated a couple of times a year to create interest. Create a map of the building showing where each piece of art is. Get small plaques put next to each piece of art with a number that relates to the map (and creates curiosity). Have an explanation document that accompanies the map and has a blurb on the piece of art and the artist.</p> <p>Another idea would be to create an App map / self-guided tour and have a QR code beside each artwork.</p> <p>For a self-guided tour, organise the time, date and location and send out invites. Invite an indigenous local community member to guide the tour around the building, explaining the significance of the art and a background on the artist.</p> <p>If you don't have Indigenous art in your building another option would be to organise a tour of Indigenous landmarks / sites that you are working at or to organise a visit to a local art gallery that showcases Indigenous Art.</p> <p>Think about combining this with a morning tea and inviting people to get together after the tour to discuss.</p>	Staff engagement; Create awareness and conversations about your RAP.	Out there	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Respect	Show Indigenous clips or videos	Organise for a social club or lunch event to view special screenings of Indigenous films.	<p>Send an email out to your team (via the Comms team if required), or team organiser contacts inviting them to attend or hold their own screening event. Think about selecting a couple of thought provoking questions to include in the invite, ones that are answered in the film viewed.</p> <p>Organise to hold the screening over lunch, combined it with a NRW morning tea event or over drinks after work.</p> <p>Facilitate discussion around the questions before the screening and then afterwards to see if people opinions or responses have changed.</p> <p>Additionally encourage staff to further their knowledge by watching NITV and Aboriginal screenings on ABC.</p>	Team building; create respect and understanding in employees via a fun channel.	Quick win	<p>Screen Australia website</p> <p>NITV website</p> <p>ABC Indigenous website</p>

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Opportunity	Create a Staff artwork in your foyer / entry	Work with an Aboriginal or Torres Strait Islander artist to create a staff made artwork that will be hung in a prominent position in your building.	<p>Think about using this for your RAP launch, or the launch of NRW.</p> <p>Gain approval from the appropriate channels.</p> <p>An idea would be to organise for a large canvas to be put up somewhere in the organisation where many staff walk past it. A good idea would be to have it in the entry/walk way where you will get the most amount of traffic passing through.</p> <p>Working with your Indigenous community partners to organise what the artwork will look like and what you want staff to do, paint their thumb and put their thumb print onto the canvas for example. Buy paint, wet wipes (for staff to wipe off paint) and instructions to staff as to what they should do as they walk past.</p> <p>Organise for the painting to be hung in a board room or place of prominence in your business.</p>	Staff engagement; Create awareness and conversations about your RAP in a fun, lasting way.	Out there	
Relationships	Learning circles	Attending learning circles and share your knowledge with the broader RAP community.	<p>Participate in learning circles that are held by RA throughout the year. Take the opportunity to bring other members of your working group or staff that want to learn more.</p> <p>There will be opportunity to share your successes and challenges with the group so come prepared to share.</p> <p>There will also be the opportunity to network with your RAP peers during the session.</p>	Community engagement; meet other RAP partners and share ideas and experiences.	Quick win	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationships	Catch, Cook and Yarn	Hold a catch, cook and yarn for your next social club or team building event.	<p>Send a communication out yourself, via your comms team or team contacts, telling them about this opportunity for an event, or encouraging them to use it themselves for a future event.</p> <p>Engage a local fishing group to teach your group a bit about fishing and potentially to provide the gear.</p> <p>Engage a local indigenous community member to tell you about the local area that you are fishing in and to show you traditional methods of fishing.</p> <p>Have a meal afterwards, cooking what you have caught and talk about what you have learnt.</p> <p>* this is an initiative that RA are rolling out across schools and community groups, for more ideas or opportunities please refer to the website</p>	Community engagement; practical way to teach staff about Indigenous culture.	Good idea	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationships	Perform a song about reconciliation	Perform a song about reconciliation for your next social club or team building event.	<p>Send a communication out yourself, via your comms team or team contacts, telling them about this opportunity for an event, or encouraging them to use it themselves for a future event.</p> <p>Challenge your team to perform a song about reconciliation, it could be performed by a band or sung by a choir. There are 8 sample songs, including sheet music already created and ready for you to use. If you are feeling musical, use the samples as inspiration and create your own song about Reconciliation.</p> <p>Once you have completed your masterpiece, share it via internal channels, social media, intranet and also make sure you post it to our youtube or sound cloud!</p> <p>* this is an initiative that RA are rolling out across schools and community groups, for more ideas or opportunities please refer to the website</p>	Team building; creating awareness about reconciliation in a fun way	Good idea	<p>Sing Loud in the community</p> <p>Youtube</p> <p>Sound cloud</p>
Respect	Brown paper bag lunch	Organise a low-cost lunchtime gathering	<p>Send a communication out yourself, via your comms team or team contacts, telling them about this opportunity.</p> <p>Encourage employees to bring their own lunch and listen to a story. Organise for the lunch to be held outside or somewhere comfortable.</p> <p>Use your contacts in the local community and invite an Elder or Traditional Owner to come to your organisation and talk about their experiences or tell a story.</p>	Staff engagement; building respect and understanding in a relaxed, low-cost way.	Quick win	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationship	Workshop learning	Facilitate a workshop and invite an Indigenous community member to teach staff a new skill.	<p>Send a communication out yourself, via your comms team or team contacts, telling them about this opportunity for an event, or encouraging them to use it themselves for a future team building event.</p> <p>Organise a workshop for your next team building event. Invite an Indigenous employee, community member or organisation to come along and teach your staff a new skill while learning about Indigenous culture.</p> <p>Think about learning a dance together, writing and performing a song, creating a painting that everyone gets involved in or traditional basket weaving.</p>	Team building; creating awareness about reconciliation in a fun way.	Good idea	
Respect	Staff awards	Recognise those staff who have gone above and beyond.	<p>Organise awards for staff who have been instrumental in supporting the progress and activities through your RAP. You could combine it with other corporate social responsibility awards, other staff who are heavily involved in the community.</p> <p>During the awards ceremony you could use it to raise awareness of your RAP.</p> <p>Think about holding a morning tea or having the award recipient talk about what they have contributed and why it is important to them.</p>	Staff engagement; reward staff and create awareness of the initiatives and your RAP	Good idea	

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationship	RAP Board Champion	Engage a board member to champion your RAP.	<p>Organise through the appropriate channels to have a board member become a part of your RAP working group.</p> <p>The Board member would have a standard invitation to all RAP working group meetings but not necessarily be expected to attend.</p> <p>Having a board member on your working group adds weight to any decisions that need to be made and will make your job easier in getting buy in and attendance / participation from all staff.</p>	Staff engagement; align your organisation's actions with your RAP.	Good idea	
Relationship	RAP local champion network	Engage a contact point at each of your sites / locations / branches.	<p>Send out requests to each of your locations regarding appointment of a RAP champion. Ideally have the request sent out or signed off by a senior member of your organisation to reiterate the importance of your RAP commitments and their involvement.</p> <p>Highlight the commitments made in our RAP and be clear that you cannot achieve this without them. Your RAP champions will assist you with organising events throughout NRW and the year.</p>	Staff engagement; align your organisation's actions with your RAP.	Quick win	
Respect	Acknowledgement of country	Provide the knowledge and tools for all staff to feel confident in delivering an Acknowledgement of Country.	<p>In your working group develop wording for your location to use in the acknowledgement of country used at the beginning of meetings, celebrations etc.</p> <p>Think about creating a tip sheet to be uploaded onto your intranet site to assist all locations in writing their own Acknowledgement of Country. Provide a template to create podium cards for staff to use.</p>	Staff engagement; building your staff understanding and respect.	Quick win	Welcome to Country and Acknowledgement of Country factsheet

RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Relationship	RAP lunchtime learning presentation	Host an event purely to promote your RAP.	<p>Send a communication out yourself, via your comms team or team contacts, telling them about this opportunity and encouraging them to attend and to encourage their staff to attend.</p> <p>The session doesn't have to be over lunch, you could use any of the ideas in the toolkit, use the one with the best hook for your organisation to get more people to attend.</p> <p>Use the session to provide an overview of the RAP, why you have one, the commitments that have been made and what we are doing. You can promote the successes that you have had so far and encourage all staff to get involved.</p>	Staff engagement; building your staff understanding and respect.	Quick win	
Respect	RAP awareness training	Training for staff who you need to be your advocates in the RAP journey.	<p>Gain support from your senior leadership or management. The training should be for comms team, team contacts, Executive assistants, team leaders, anyone that you may request help or assistance from through the course of your RAP journey. Give them an understanding of what you are trying to achieve, how you are going to do it and that you will need their assistance in bringing the RAP to life and following through with actions and initiatives.</p> <p>Think about providing lunch or drinks as a hook to get people in.</p>	Staff engagement; building your staff understanding and respect.	Good idea	

National Reconciliation Week



RAP framework	Initiative	Action	How to	Business Reason	Rating	RA Resource
Respect	Further learning	Other areas of interest for people to peruse.	Think about posting the following information and links to your intranet, on your Community or RAP page, for further reading and information for those that are interested. It could be a link that you send out at intervals during the year to remind people about your RAP.	Staff engagement; building your staff understanding and respect.	Quick win	AIME Mentoring Australian Indigenous Leadership Centre Barangaroo Tribal Warrior National Centre of Indigenous Excellence NITV ABC Indigenous Aboriginal Tent Embassy Share Our Pride