**INNOVATE**

**Reconciliation Action Plan (RAP) template**

**Innovate RAP:**

An Innovate RAP is used to develop, test and establish the best approach for advancing reconciliation in your workplace. An Innovate RAP is a public commitment published on [Reconciliation Australia’s website](https://www.reconciliation.org.au/reconciliation-action-plans/who-has-a-rap/). An Innovate RAP is a 2 year plan, commencing after the RAP has been endorsed by Reconciliation Australia.

**Before you start:**

Before you commit to developing a RAP, it is important that you read and understand the [RAP framework](https://www.reconciliation.org.au/wp-content/uploads/2020/12/7.-rap-framework.pdf), consisting of the three core pillars ([Relationships, Respect and Opportunities](https://www.reconciliation.org.au/wp-content/uploads/2018/05/relationships-respect-opportunities-1.pdf)), [four RAP types](https://www.reconciliation.org.au/wp-content/uploads/2020/12/4.-which-rap-type.pdf) (Reflect, Innovate, Stretch and Elevate) and [mandatory actions and deliverables](https://www.reconciliation.org.au/wp-content/uploads/2020/12/8.-mandatory-rap-actions-and-deliverables.pdf) that guide the development of RAPs. It is also important to read and understand the [RAP development, review and endorsement process](https://www.reconciliation.org.au/wp-content/uploads/2021/10/Developing-a-RAP-Introduction-and-guide.pdf), starting with assessing [whether a RAP is right for your organisation.](https://www.reconciliation.org.au/wp-content/uploads/2020/12/1.-can-you-start-a-rap.pdf)

**How to use this RAP template:**

The Innovate RAP template is designed to encourage workplaces to think strategically about the actions and deliverables that will achieve their unique [vision for reconciliatio](https://www.reconciliation.org.au/wp-content/uploads/2020/12/10.-vision-for-reconciliation-.pdf)n within their [sphere of influence](https://www.reconciliation.org.au/wp-content/uploads/2020/12/11.-sphere-of-influence-.pdf). It is also designed to guide the RAP development process through the establishment of a [RAP Working Group](https://www.reconciliation.org.au/wp-content/uploads/2020/12/9.-rap-working-group.pdf).

The InnovateRAP template outlines the mandatory actions and deliverables that your workplace needs to develop commitments in line with in order to receive Reconciliation Australia’s endorsement. In addition, your workplace is expected to demonstrate strategic thinking by including additional actions and deliverables tailored to your core business and sphere of influence*.* Please complete the template by addressing the questions outlined in the ‘Our Vision’, ‘Our Business’ and ‘Our RAP’ sections, outlining your workplace’s unique additional actions and deliverables, and assigning a responsibility and timeline to deliverables

Throughout this template, all *italicised* font is instructional only, whilst regular font indicates fixed text you need to include in your RAP. Please review the following resources for good practice guidance on completing RAP templates.

* [Developing a S.M.A.R.T. RAP](https://www.reconciliation.org.au/wp-content/uploads/2020/12/6.-developing-a-s.m.a.r.t.-rap-.pdf).
* [Demonstrating inclusive and respectful language](https://www.reconciliation.org.au/wp-content/uploads/2020/12/5.-demonstrating-inclusive-and-respectful-language.pdf).

**RAP review and endorsement process:**

Once you have completed your first draft RAP, please [submit for review](https://rap.reconciliation.org.au/s/submit) to Reconciliation Australia’s website. A RAP team member will be in touch to provide feedback and tailored assistance within four weeks. Once Reconciliation Australia is satisfied your RAP meets requirements for endorsement, you will be provided endorsement in two stages.

1. **Conditional Endorsement –** Reconciliation Australia will provide in principle endorsement of your RAP (content only) allowing you to seek internal sign-off from your senior leadership with confidence. Reconciliation Australia will also provide you with the RAP logo and branding to include in final design of your RAP.

**NB:** RAP logos are trademarked through IP Australia and must not be used until you have received Reconciliation Australia’s final endorsement.

1. **Final Endorsement –** Reconciliation Australia will check your final designed document includes the conditionally endorsed content and the RAP logo and branding before providing final endorsement.

***[Organisation Name]***

**Innovate Reconciliation Action Plan *[month, 20\_\_] – [month, 20\_\_]***

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| **Our vision for reconciliation***State your organisation’s* [*vision for reconciliation*](https://www.reconciliation.org.au/wp-content/uploads/2020/12/10.-vision-for-reconciliation-.pdf) *and how it relates to your business.* |
| **Our business***The purpose of this section is to provide staff and stakeholders with context about your workplace. In paragraphs, address the following questions as a minimum.* * *What is your core business?*
* *How many people does your workplace employ in Australia?*
* *How many Aboriginal and Torres Strait Islander staff does your workplace currently employ (if known)?*
* *What is your organisation’s geographic reach (regional, national, or global)?*
* *What is your organisation’s sphere of influence (internal and external stakeholders)?Refer to the* [*Engaging your ‘sphere of influence’*](https://www.reconciliation.org.au/wp-content/uploads/2021/10/sphere-of-influence.pdf) *document for guidance*
* *How many office locations does your workplace have in Australia and where are they?*
 |
| **Our RAP***The purpose of this section is to provide staff and stakeholders with background about your workplace’s interest in reconciliation and how you went about developing your RAP with your RAP Working Group. In paragraphs, address the following questions as a minimum.* * *Why is your workplace developing a RAP?*
* *Who from your senior leadership will champion your RAP?*
* *Who internally and externally is involved in your* [*RAP Working Group*](https://www.reconciliation.org.au/wp-content/uploads/2020/12/9.-rap-working-group.pdf) *(job titles)?*
* *How many Aboriginal and Torres Strait Islander people are represented on your* [*RAP Working Group*](https://www.reconciliation.org.au/wp-content/uploads/2020/12/9.-rap-working-group.pdf)*?*
* *Optional: Does your organisation have an external Aboriginal and Torres Strait Islander Advisory Group?*

*If your workplace has progressed through a previous RAP, also include:** *An outline of your reconciliation journey since developing your first RAP, including a summary of the key learnings or most significant changes.*
* *Optional: Provide case studies or staff profiles which reflect the positive progress your workplace has made.*
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| **Relationships** |
| *[Tell us why building strong relationships between Aboriginal and Torres Strait Islander peoples and other Australians is important to your organisation and its core business activities—themes include connecting people, sharing experiences, governance, communication, engagement and partnerships.]* |
| **Focus area:** *Optional: What key strategic direction of your business does Relationships align to?* |
| **Action** | **Deliverable** | **Timeline** | **Responsibility** |
| 1. Establish and maintain mutually beneficial relationships 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.
 | *[Month, year]* | *[Job title]* |
| * Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.
 |  |  |
| 1. Build relationships through celebrating National Reconciliation Week (NRW).
 | * Circulate Reconciliation Australia’s NRW resources and reconciliation materials to our staff.
 |  |  |
| * RAP Working Group members to participate in an external NRW event.
 | 27 May- 3 June, *[Years]* |  |
| * Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.
 | 27 May- 3 June, *[Years]* |  |
| * Organise at least one NRW event each year.
 | 27 May- 3 June, *[Years]* |  |
| * Register all our NRW events on Reconciliation Australia’s [NRW website](https://www.reconciliation.org.au/national-reconciliation-week/).
 | May *[Years]* |  |
| 1. Promote reconciliation through our sphere of influence.
 | * Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce.
 |  |  |
| * Communicate our commitment to reconciliation publicly.
 |  |  |
| * Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.
 |  |  |
| * Collaborate with RAP organisations and other like-minded organisations to develop innovative approaches to advance reconciliation.
 |  |  |
| 1. Promote positive race relations through anti-discrimination strategies.
 | * Conduct a review of HR policies and procedures to identify existing anti-discrimination 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 on the effects of racism.
 |  |  |
| *[Include any additional unique Relationship actions to support your reconciliation journey.]* | *[List the activities that are required in order to meet the objective of the Action.]* |  |  |

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| **Respect** |
| *[Tell us why respect for Aboriginal and Torres Strait Islander, cultures, histories, knowledge and rights are important to your organisation and its core business activities—themes include pride in cultures and histories, understanding, appreciation, acknowledgment, learning, success and celebration.]* |
| **Focus area:** *Optional: What key strategic direction of your business does Respect align to?* |
| **Action** | **Deliverable** | **Timeline** | **Responsibility** |
| 1. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.
 | * Conduct a review of cultural learning needs within our organisation.
 | *[Month, year]* | *[Job title]* |
| * Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors to inform our cultural learning strategy.
 |  |  |
| * Develop, implement, and communicate a cultural learning strategy document for our staff.
 |  |  |
| * Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning.
 |  |  |
| 1. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural 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.
 |  |  |
| 1. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.
 | * RAP Working Group to participate in an external NAIDOC Week event.
 | First week in July, *[Years]* |  |
| * 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.
 | First week in July, *[Years]* |  |
| *[Include any additional unique Respect actions to support your reconciliation journey.]* | *[List the activities that are required in order to meet the objective of the Action.]* |  |  |

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| **Opportunities** |
| *[Tell us why opportunities for Aboriginal and Torres Strait Islander peoples, organisations and communities are important to your organisation and its core business activities—themes include employment, procurement, professional development, retention, enabling access to systems and processes.]* |
| **Focus area:** *Optional: What key strategic direction of your business does Opportunities align to?* |
| **Action** | **Deliverable** | **Timeline** | **Responsibility** |
| 1. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.
 | * Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.
 | *[Month, year]* | *[Job title]* |
| * 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.
 |  |  |
| 1. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.
 | * 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.
 |  |  |
| *[Include any additional unique Opportunities actions to support your reconciliation journey.]* | *[List the activities that are required in order to meet the objective of the Action.]* |  |  |

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| **Governance** |
| **Action** | **Deliverable** | **Timeline** | **Responsibility** |
| 1. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.
 | * Maintain Aboriginal and Torres Strait Islander representation on the RWG.
 | *[review dates should coincide with RWG meeting dates]* | *[Job title]* |
| * Establish and apply a Terms of Reference for the RWG.
 |  |  |
| * Meet at least four times per year to drive and monitor RAP implementation.
 | *[Months, Years]* |  |
| 1. Provide appropriate support for effective implementation of RAP commitments.
 | * Define resource needs for RAP implementation.
 |  |  |
| * Engage our senior leaders and other staff in the delivery of RAP commitments.
 |  |  |
| * Define and maintain appropriate systems to track, measure and report on RAP commitments.
 |  |  |
| * Appoint and maintain an internal RAP Champion from senior management.
 |  |  |
| 1. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.
 | * Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.
 | June annually |  |
| * Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.
 | 1 August annually |  |
| * Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.
 | 30 September, annually |  |
| * Report RAP progress to all staff and senior leaders quarterly.
 |  |  |
| * Publicly report our RAP achievements, challenges and learnings, annually.
 |  |  |
| * Investigate participating in Reconciliation Australia’s biennial Workplace RAP Barometer.
 |  |  |
| * Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.
 |  |  |
| 1. Continue our reconciliation journey by developing our next RAP.
 | * Register via Reconciliation Australia’s [website](https://rap.reconciliation.org.au/s/registration) to begin developing our next RAP.
 | *[six months prior to RAP expiry date]* |  |
| *[Include any additional unique Governance actions to support your reconciliation journey.]* | *[List the activities that are required in order to meet the objective of the Action.]* |  |  |

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| **Contact details** *[Include contact details (job title, phone and email) for public enquiries about your RAP]**Name:**Position:**Phone:**Email:* |