## RAP Impact Survey 2023: questions and definitions

**Questions 2023**

**This document is for data collection purposes ONLY. Please submit the data via the online platform.**

## Below is the list of questions you are required to report on this year. We have provided definitions to clarify the data required. Please use this document to collate your reporting data prior to completing the online survey.

*NOTE: For organisations that have launched their inaugural RAP between 1 July 2022 and 30 June 2023, only the questions in blue are applicable.*

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| **Question** | **Options** | **Definition** |
| **Organisation** | | |
| 1**.** Total number of employees | Options:   * Number of total employees in your organisation | Employees include any paid full-time, part-time and casual staff within your organisation, including contracted staff over the reporting period.  Please include your response as a whole number.  For global organisations, employees refer to Australian based employees only. |
| 2**.** If you are a peak body, please indicate the total number of members you represent | Options:   * Number of members (organisations) * Number of members (individuals) | This question is applicable for peak bodies and sporting clubs with a membership base.  If this does not apply to your organisation, please enter ‘0’. |
| 3. Total number of students | Options:   * Number of total students in your organisation | For tertiary education institutions only.  If this does not apply to your organisation, please enter ‘0’. |
| 4. Latest endorsed RAP type | Options:   * Reflect RAP * Innovate RAP * Stretch RAP * Elevate RAP | Select the latest type of RAP your organisation developed that was endorsed by Reconciliation Australia. |
| 5.Was your organisation’s very first RAP endorsed in the last 12 months? | Options:   * Yes * No | Select ‘yes’, if your organisation has joined the RAP program for the first time, having its first RAP endorsed between 1 July 2022 and 30 June 2023.  If you select ‘yes’, you will be directed to a shortened version of the survey which is designed to capture baseline data for organisations new to their reconciliation journey. If you’d like to respond to the full set of questions, please select ‘no’. |
| **RAP development** | | |
| 6a. *To what extent do you agree or disagree:*  Reconciliation Australia provides your organisation with sufficient support, guidance, advice and direction to **develop** your RAP  6b.  *To what extent do you agree or disagree:*  Reconciliation Australia provides your organisation with sufficient support, guidance, advice, and direction to **implement** your RAP | Options:   * Strongly Disagree * Disagree * Neutral * Agree * Strongly Agree   Options:   * Strongly Disagree * Disagree * Neutral * Agree * Strongly Agree |  |
| 7. Indicate the frequency of contact your organisation has had with Reconciliation Australia | Options:   * Weekly * Monthly * Once every two or three months * More than once a year but less than once a quarter * Once a year or less | This question seeks to understand the degree to which your organisation has been in contact with the RAP team. This may include:   * Emails * Phone calls * Meetings * Information events * Networking events |
| **RAP implementation** | | |
| 8. What level of commitment have your senior leaders demonstrated towards reconciliation and the implementation of your RAP? | Options:   * Our leaders are instrumental in encouraging staff participation in the RAP * Our leaders are seen by staff as playing an active role in delivering on RAP commitments * Our CEO has made a public statement in support of our RAP * Our senior leaders are active members of our RAP Working Group * Our leaders are supportive but aren’t always sure what they can do to support our RAP * Only a few of our leaders are supportive of our RAP * Our leaders have not demonstrated commitment to our RAP | Select all that apply.  Senior leaders include:   * CEO * Managing directors * Executive directors * General managers * Partners * Department heads |
| **Relationships** | | |
| 9. Does your organisation have a documented Aboriginal and Torres Strait Islander engagement strategy? | Options:   * Yes * No | This question seeks to determine if your organisation has a formal documented engagement strategy.  If you’re unable to confirm whether your organisation has this in place, please select ‘no’. |
| 10. How many Aboriginal and Torres Strait Islander organisations have you formed or maintained a partnership with in the last 12 months? | Options:   * Number of formal partners * Number of informal partners | An Aboriginal and Torres Strait Islander organisation/business is one that is at least 50% owned by an Aboriginal and/or Torres Strait Islander person/s.  A partnership is a mutually beneficial relationship where both parties have equal input into goal setting. The following activities performed in isolation, where mutually beneficial outcomes do not occur, does not constitute a partnership (service delivery, sub-contracted work, funding agreement, contracting services, procurement, pro-bono support).  Formal partners refer to partnerships that have been formalised with a contract or Memorandum of Understanding (MOU).  An informal partnership may include those where there is an ongoing relationship between organisations, however the scope and timeframe for working together has not been defined. |
| 11. Please indicate the Aboriginal and/or Torres Strait Islander organisations that you have partnered with to help meet your RAP objectives during the reporting period: | Options:   * CareerTrackers * Supply Nation * Jawun * Other (please specify) | Select all that apply.  This question seeks to identify the organisations that you have partnered with, that were critical to delivering on your RAP commitments. |
| 12. How did your organisation participate in NRW this year? | Options:   * Hosted/organised an internal activity/event * Hosted/organised an external activity/event * Supported employees to participate in internal and/or external events * Organisation did not participate in NRW | Select all that apply. |
| 13. How many NRW events did your organisation host this year? | Options:   * Number of events | This includes both internal and external NRW events. A NRW event could be a small morning tea with staff, online learning forums, or a large public gathering in commemoration of reconciliation. An event specifically refers to convening individuals to connect and raise awareness of reconciliation. |
| 14. Does your organisation have a documented staff engagement strategy to raise awareness of reconciliation across your workforce? | Options:   * Yes * No | This question seeks to determine if your organisation has a formal staff engagement strategy in place which drives awareness, activities, and initiatives in relation to the RAP.  If you’re unable to confirm whether your organisation has this in place, please select ‘no’. |
| 15. Does your organisation have formalised anti-discrimination policies/provisions in place? | Options:   * Yes - a dedicated anti-discrimination policy * Yes - anti-discrimination provisions housed under another policy * No - no formal anti-discrimination provisions in place | This question seeks to determine if your organisation has a formal anti-discrimination policy in place.  The second option would apply to your organisation if your anti-discrimination provisions sit under another policy. This could be a Harassment, Bullying and Discrimination Prevention Policy or an Equal Employment Opportunity and Diversity Policy.  If you’re unable to confirm whether your organisation has any anti-discrimination provisions in place, please select ‘no’. |
| **Respect** | | |
| 16. Does your organisation have a documented Aboriginal and Torres Strait Islander cultural learning strategy? | Options:   * Yes * No | This question seeks to determine if your organisation has a formal documented cultural learning strategy.  If you’re unable to confirm whether your organisation has this in place, please select ‘no’. |
| 17. How many staff have undertaken a structured cultural learning program during the reporting period? | Options:   * E-learning cultural program * Face-to-face cultural program * Cultural immersion program \* | Please include each response as a whole number.  \* A cultural immersion program refers to a cultural experience; being immersed in Aboriginal and/or Torres Strait Islander culture, on Country, guided by a local Traditional Owner. |
| 18. Does your organisation have an Aboriginal and Torres Strait Islander cultural protocols document? | Options:   * Yes * No | This question seeks to determine if your organisation has a formal document to advise on cultural protocols.  If you’re unable to confirm whether your organisation has this in place, please select ‘no’. |
| 19. Have you changed any of your external facing services and/or practices as a result of your RAP commitments? | Options:   * Yes * No | Select ‘yes’ if your RAP has influenced how your organisation operates externally on a daily basis. |
| 20. Have you changed any of your core (business-as-usual) internal processes and/or policies as a result of your RAP commitments? | Options:   * Yes * No | Select ‘yes’ if your RAP has influenced how your organisation operates internally on a daily basis (beyond RAP specific activities).  A core business-as-usual process refers to a day-to-day operational process that is linked to the core functioning of your organisation. |
| **Opportunities** | | |
| 21. Does your organisation have a documented Aboriginal and Torres Strait Islander employment, retention, and professional development strategy? | Options:   * Yes * No | This question seeks to determine if your organisation has a formal documented employment, retention, and professional development strategy.  If you’re unable to confirm whether your organisation has this in place, please select ‘no’. |
| 22. What is your target for Aboriginal and Torres Strait Islander employment in this reporting period? | Options:   * Target number (overall) * Target number (leadership and management positions) | Please include each response as a whole number.  Please include a response for all options that apply to your organisation.  If this does not apply to your organisation, please enter ‘0’. |
| 23. How many Aboriginal and Torres Strait Islander staff does your organisation currently employ (as of 30 June 2023? | Options:   * Total number     Breakdown:   * Permanent (full or part-time) * Non-ongoing (full or part-time) * Casual * Apprentices/cadetships * Traineeships/internships * Contractors | If you do not know whether you have any Aboriginal and/or Torres Strait Islander employees, please enter ‘0’. It is better to record the minimum known number of First Nations employees, even if this may not be indicative of the total number of employees.  The total number you record should be the sum of the breakdown.  Permanent employment refers to employees that have been engaged in ongoing employment for longer than 12 months.  Non-ongoing employment refer to staff that have been employed for a specific project, or short-term contract (less than 12 months). This includes secondees. |
| 24. Please indicate the number of Aboriginal and Torres Strait Islander staff that are in: | Options:   * Total number   Breakdown:   * Board positions * Senior executive roles * Other senior and middle management positions * Entry level or junior roles | Senior executive roles refer to members of the senior leadership team that oversees senior and middle management.  Senior and middle management roles refer to managers responsible for directly managing /coordinating the activities of employees and/or departments.  Entry level or junior roles include staff employed that aren’t middle managers or above. This includes employees in traineeships and internships. |
| 25. Does your organisation have a documented Aboriginal and Torres Strait Islander procurement strategy? | Options:   * Yes * No | This question seeks to determine if your organisation has a formal documented procurement strategy.  If you’re unable to confirm whether your organisation has this in place, please select ‘no’. |
| 26. What was the dollar value of procurement from Aboriginal and Torres Strait Islander businesses in the reporting period? | Options:   * Dollar value of goods and/or services procured from Aboriginal and Torres Strait Islander businesses * Dollar value of spend from businesses certified by Supply Nation | We consider Aboriginal and Torres Strait Islander businesses to be those businesses which are at least 50% Aboriginal and/or Torres Strait Islander owned.  Further information around requirements for Supply Nation certification can be found [here](https://supplynation.org.au/benefits/supplier/#registration).  Please report data for both options if applicable for your organisation.  If this does not apply to your organisation, please enter ‘0’. |
| 27. How many Aboriginal and Torres Strait Islander businesses did you enter a contract with, during the reporting period? | Options:   * Number of Aboriginal and Torres Strait Islander businesses | We consider Aboriginal and Torres Strait Islander businesses to be those businesses which are at least 50% Aboriginal and/or Torres Strait Islander owned.  This number should include businesses that are registered and/or certified by Supply Nation.  If this does not apply to your organisation, please enter ‘0’. |
| 28. Is your organisation a Supply Nation member? | Options:   * Yes * No | Select ‘yes’ if your organisation was a member of Supply Nation any time during the reporting period (1 July 2022 - 30 June 2023). |
| 29. What was the dollar value of donations made directly to Aboriginal and Torres Strait Islander organisations in the reporting period? | Options:   * Dollar value of spend | This refers specifically to financial donations made directly to organisations.  If this does not apply to your organisation, please enter ‘0’. |
| 30. What was the dollar value of contributions to support Aboriginal and Torres Strait Islander students and education scholarships in the reporting period? | Options:   * Dollar amount for direct funding of education scholarships * Dollar amount of contributions to organisations that support Aboriginal and Torres Strait Islander students (excluding scholarship contributions) | An example of a scholarship includes your organisation funding or partially funding a place at a university or in a TAFE course for Aboriginal and Torres Strait Islander students.  If this does not apply to your organisation, please enter ‘0’.  An example of a contribution would be your organisation providing funds to an organisation which supports Aboriginal and Torres Strait Islander students to complete study.  If this does not apply to your organisation, please enter ‘0’. |
| 31. What is the value of pro bono services provided to Aboriginal and Torres Strait Islander individuals, organisations, or communities in the last 12 months? | Options:   * Hours of pro bono services provided * Dollar value of pro bono services provided | Pro bono service is professional work undertaken for free (or at a substantially reduced fee) to individuals, organisations and communities who can demonstrate a need for assistance but cannot afford cost of services at market rate, or organisations working on behalf of these communities.  Please respond to the option that applies to your organisation. If neither applies, please enter ‘0’. |
| **Governance** | | |
| 32. Does your organisation have internal and/or external governance structures to include and listen to First Nations stakeholders? | Options:   * Our organisation has an internal First Nations employee group which has input and influence within the organisation and access to senior leadership * Our organisation has an external First Nations advisory group to guide our organisation’s work * Our organisation has consulted with First Nations stakeholders to evaluate existing governance structures * Our organisation has undertaken a formal evaluation of governance structures to assess existing and identify potential new structures to listen and respond to the voices of First Nations stakeholders * No formal governance structures in place * Other (please specify) | Select all that apply.  First Nations stakeholders refer to both internal and external stakeholders (e.g. staff/customers/advisors). |
| **The RAP Network and the Voice to Parliament** | | |
| 33. Has your organisation undertaken any work to educate internal and/or external stakeholders around the Voice to Parliament? | Options:   * Yes * No | If you answer ‘yes’, you will be directed to answer a further question around your education activities.  If you answer ‘no’, you will be directed to the end of the survey. |
| 34. How has your organisation engaged your stakeholders around the Voice to Parliament? | Options:   * Hosted a virtual and/or in person learning session for staff on the Voice to Parliament * Provided financial and/or in-kind support for the Voice to Parliament education activities * Circulated educational resources to staff and external customers/clients/partners * Utilised assets and public spaces for messaging to support the Voice the Parliament * Created an education support network within the organisation, training specific staff to be a contact point to share knowledge and educate employees on the Voice to Parliament * Implemented support and mental health resources for First Nations staff during the lead up to the referendum * Other (please specify) | Select all that apply. |
| **End of survey** | | |