


RECONCILIATION ACTION PLANS

Detailed Guide to Developing a Reconciliation Action Plan



RECONCILIATION
ACTION PLAN



From registration to formal endorsement, this guide provides detail on each stage of developing your Reconciliation Action Plan (RAP).

Before you begin, confirm that a RAP is right for your organisation. To develop a RAP, your organisation must be a workplace, have employees and have operations in Australia, among other prerequisites. For more information on eligibility, please read this factsheet: [Can you start a RAP?](#)

RAP Development Stages: Overview

Stage 1: Registration

About the process of registering for a RAP, including the RAP Development Fee.

Stage 2: Drafting your RAP

Links to RAP templates, drafting guides and advice on our review timeframes for each RAP type.

Stage 3: Conditional Endorsement

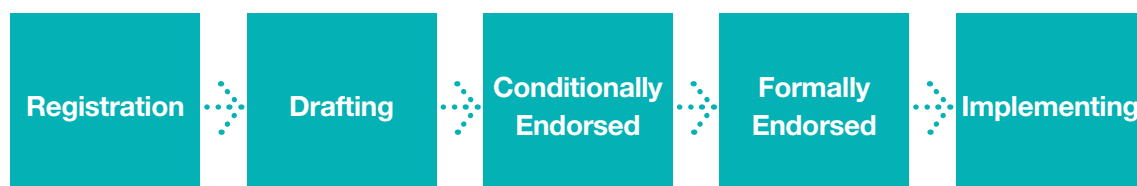
Prepare to finalise your RAP to receive Reconciliation Australia's formal endorsement.

Stage 4: Formal Endorsement

Your final RAP is endorsed and will be shared publicly.

Implementation

Key information on implementation, turning your commitments into action, and being part of the RAP network.



Stage 1: Registration

When you start the registration process, make sure you have basic information about your organisation and contact details for two representatives from your organisation. When you are ready to begin the RAP development process, [please complete registration](#).

You will be asked to provide detailed information about your organisation and sign the licensing agreement.

The [licensing agreement](#) acknowledges that the RAP templates and resources are the Intellectual Property of Reconciliation Australia.

Your registration is valid for 12 months. This means, you will have up to 12 months to submit your first draft before that registration expires.

Whether this is your organisation's first RAP, or you are returning to develop the next one, start at registration.

Registration also includes paying the RAP development fee.

The RAP development fee is scaled according to the organisation's annual revenue. RAP development fees enable our team to provide quality support and resources, ensuring a comprehensive and effective experience as you progress through your RAP journey.

RAP DEVELOPMENT FEES	
Annual revenue under \$1 million	\$350 + GST
Annual revenue between \$1 million and \$10 million	\$1250 + GST
Annual revenue over \$10 million	\$2500 + GST

Aboriginal and/or Torres Strait Islander organisations that wish to develop a RAP will not be charged a fee.

Once registration is complete, you will receive an email containing your RAP identification number, the Reflect and Innovate RAP templates and access to drafting resources.

For organisations interested in developing a Stretch or Elevate RAP, there is an assessment process to determine your organisation's suitability. To understand more about the different RAP types and prerequisites, please read our [factsheet on RAP types](#).



Stage 2: Drafting your RAP

Templates and drafting resources

Draft your RAP using the templates and drafting resources provided below, and in consultation with your stakeholders. Templates and resources can also be found in your registration confirmation email.

The RAP templates contain minimum required actions and deliverables. The resources provided ensure that your draft RAP meets Reconciliation Australia's standards for endorsement.

By following these comprehensive guides, your first draft will be well-positioned for an efficient review process.

Use these essential resources to draft your RAP:

- Factsheet [explaining the different RAP types](#). Use this to help you determine which RAP type your organisation is ready for.
- Download the appropriate Word document template for drafting your RAP. [Reflect RAP template](#). [Innovate RAP template](#).
- Guide to [developing a sustainable RAP utilising the S.M.A.R.T. principles](#): Specific, Measurable, Achievable, Relevant and Time-bound. This contains our expectations on setting timelines and responsibilities as well as our definitions for actions and deliverables in a RAP.
- [Framework for reconciliation action](#). Key information on the five dimensions of reconciliation and on the three core pillars of the RAP framework: relationships, respect and opportunities. These inform the development of your RAP.
- Guide to [using inclusive and respectful language](#).
- Guide to [working respectfully with Aboriginal and Torres Strait Islander artists](#).
- Guide to [establishing an effective RAP Working Group](#).

If you are developing an Innovate or Stretch RAP, ensure to use these additional guides:

- Guide to [developing your vision for reconciliation](#).
- Guide to [mapping the stakeholders](#) in your organisation's sphere of influence.



Submit your draft RAP for review

After completing your first draft, submit it [via the RAP portal](#) for review. You will need your RAP identification number and your primary RAP contact's email to do this.

Please ensure you submit your draft as a Word document. On submission you will receive an email confirmation receipt of your draft RAP.

Your draft is now with our team awaiting review and feedback.

Review timeframes

A RAP Officer at Reconciliation Australia will review your document in line with the RAP requirements. They will then provide you with strategic feedback.

Please allow up to four weeks to receive feedback on each draft.

You have the option of arranging a time to meet with your RAP Officer to clarify the feedback.

Below is the expected timeframe for working with Reconciliation Australia for each RAP type. These timeframes start when you submit the first draft to us. To ensure a smooth and efficient review process, be sure to follow our guides, templates and respond to all feedback.

For successful RAP reviews:

- Use the Word document format
- Plan for realistic timeframes
- Respond to all feedback
- Use the RAP submission portal
- Communicate time pressures or delays

Reflect RAP

Expect a **minimum of two rounds** of feedback from us before the RAP is ready to progress to the endorsement stages.

Innovate and Stretch RAPs

Expect a **minimum of three rounds** of feedback from us before the RAP is ready to progress to the endorsement stages.

Elevate RAPs

The process and timeframes for the review and endorsement of an Elevate RAP are very specific to each organisation and the commitments involved.

Timeframes above are a general guide, actual review rounds and timeline can vary. Your RAP Officer will be able to advise you on your expected drafting timeline during the first round of feedback.



Stage 3: Conditional Endorsement

Once your RAP meets requirements, Reconciliation Australia will provide conditional endorsement of your RAP (content only). This means that you can move forward with the design of your RAP. At this stage, Reconciliation Australia will provide you with a statement from our CEO, the RAP type logo, branding assets and guides to include in the design of your RAP.

RAP type logos are trademarked through IP Australia and must not be used until you have reached the conditional endorsement stage.

View examples of designed and endorsed RAPs on our [Who has a RAP webpage](#) to build an understanding of formatting and design.

When your designed RAP is finalised, please upload a web-friendly PDF version (that is 4MB or less) [via the RAP portal](#). For tips on formatting, consider [this advice](#).

Stage 4: Formal Endorsement

Reconciliation Australia will check that your final designed document includes the conditionally endorsed content and approved use of the RAP logo and branding.

Reconciliation Australia will then formally endorse your RAP, approving the final designed document and publishing your RAP on [the Reconciliation Australia website](#).

Once you have received formal endorsement, your RAP is now a public commitment, and your organisation is recognised as a member of the RAP network.

Congratulations on reaching this milestone! An endorsed RAP is a benchmark for organisations to contribute to the reconciliation movement.

You can now share and promote your RAP externally.



RAP Implementation

It is important to remember that while developing a RAP is key to formalising your organisation's commitment to reconciliation, implementation and continuous improvement are essential to turn your good intentions into action.

Here are some vital steps to set you up for successful implementation:

Share the news!

Launching your RAP is one step on a long-term journey to advance reconciliation in partnership with Reconciliation Australia and the RAP network.

Let your staff, community, suppliers and public know about your endorsed RAP. It sends a strong message about the important work of reconciliation and the opportunities they can be involved in.

Listen to Aboriginal and Torres Strait Islander voices

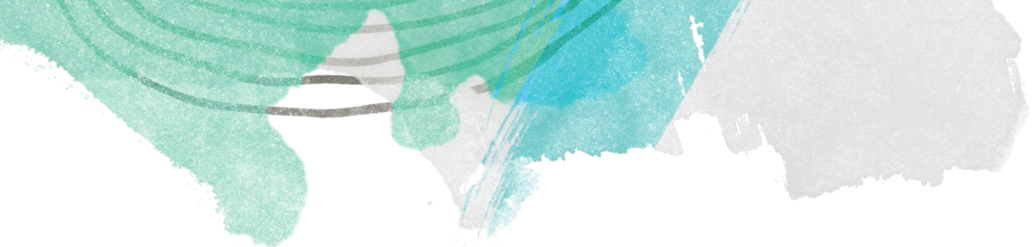
Explore and strengthen the ways in which your organisation listens to Aboriginal and Torres Strait Islander peoples and how they are involved in decision-making structures. Genuine action requires decisions in partnership with First Nations communities.

Connect with the RAP network

Once endorsed, your organisation becomes part of the RAP network, a growing community of over 3,000 organisations committed to the reconciliation movement.

Connect and collaborate with other RAP organisations and deepen your impact, leveraging the collective strength of the network across the country.

Reconciliation Australia provides network events to support training and capacity building for implementing your RAP. There are in-person and online opportunities throughout the year. Keep an eye on our website, e-newsletters and social media channels for upcoming events.



Here are some ways to stay connected:

- [Join the online RAP community.](#)
- [Book to attend an office hours information session with the RAP team.](#)
- [Explore Reconciliation Australia's website](#) and see the range of our work
- Subscribe for updates from Reconciliation Australia via the form in the website footer.
- Read recent [Reconciliation Australia publications.](#)
- Follow Reconciliation Australia on social media:
 - [LinkedIn](#)
 - [Facebook](#)
 - [Instagram](#)
 - [X](#)

Understand and measure your RAP Impact

An endorsed RAP is the starting point for an organisation to work towards its reconciliation goals. You are required to measure – and report on – the impact of your RAP commitments.

Complete the yearly [RAP Impact Survey](#) which tracks your RAP outputs across partnerships, cultural learning, employment, procurement and engagement in reconciliation activities.

Annual reporting is a minimum accountability measure as well as a useful way to capture your organisation's impact over time.

Go a step further and participate in the Workplace Reconciliation Action Plan Barometer (WRB). The WRB is a survey conducted every two years that looks at the attitudes towards, and perceptions of, reconciliation among employees of RAP organisations.

Contact us at rap.team@reconciliation.org.au