


RECONCILIATION ACTION PLANS

An Introduction to Developing a Reconciliation Action Plan



RECONCILIATION
ACTION PLAN



Before you start to develop a Reconciliation Action Plan (RAP), make sure 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.

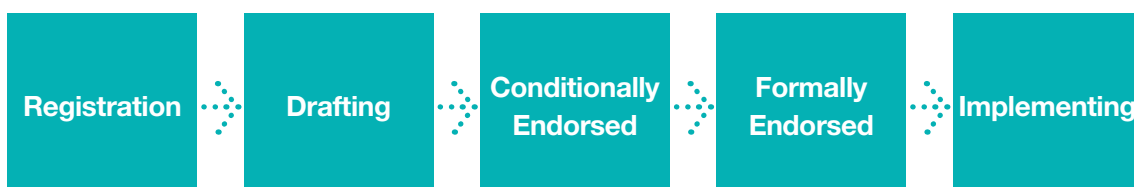
For more information on eligibility, please read this factsheet [Can you start a RAP?](#)

From registration to formal endorsement, this introductory guide gives you an understanding of each stage of RAP development, as well as helpful tips for your organisation's successful and rewarding reconciliation journey. All stages must be completed to develop your Reconciliation Action Plan.

Expect that the RAP development process will include a few rounds of feedback from Reconciliation Australia and, on average, organisations work with us over four to six months before achieving formal endorsement.

Once endorsed, each RAP type has its own implementation period. This is detailed in the table below.

RAP TYPE	IMPLEMENTATION PERIOD
Reflect	12 – 18 months
Innovate	2 years
Stretch	3 years
Elevate	3 years



Stage 1: Registration

Before you begin, 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.



Stage 2: Drafting your RAP

Once registration is complete, you will receive an email containing your RAP identification number, RAP templates and access to drafting resources. Keep your RAP identification number as you will need it throughout the development process and throughout your RAP implementation.

RAP templates and drafting resources are provided to guide you in creating content, formatting and designing your RAP. The RAP templates contain minimum required actions and deliverables. These resources ensure that your draft RAP meets Reconciliation Australia's standards for endorsement.

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 email to do this.

Please ensure you submit your draft as a Word document. On submission you will receive a confirmation email, outlining the review and feedback process.

Your draft is now with our team.

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

Reconciliation Australia reviews RAPs on a standard timeframe of up to four weeks for each draft. You should expect a minimum of two to three rounds of feedback.

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



Stage 3: Conditional Endorsement

Once your RAP meets requirements, Reconciliation Australia will provide conditional endorsement of your RAP content. This means that you can move forward with the design of your RAP. At this stage, Reconciliation Australia will also 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 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. Detailed formatting instructions can be found on the submission page of the RAP portal.

Stage 4: Formal Endorsement

Reconciliation Australia will check that your final designed document includes the conditionally endorsed content and approved use of the RAP type 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!

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.

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

As you implement your RAP, let it guide your efforts while you explore new ways to deepen your impact in reconciliation. Your RAP serves as a starting point, with space for creativity and further initiatives that strengthen your contribution.

Connect with the RAP Network

Once your RAP is 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 businesses across the country.

Reconciliation Australia provides network events to support training and capacity building for implementing your RAP. As a RAP partner, you will be notified about in-person and online opportunities throughout the year.

Keep in touch with Reconciliation Australia

Subscribe to our e-newsletter via the form in our website footer.

Follow us on socials:

- [LinkedIn](#)
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Contact the RAP team: rap.team@reconciliation.org.au