



VolunteeringACT

RECONCILIATION ACTION PLAN

REFLECT

OCTOBER 2022 - OCTOBER 2023

www.volunteeringact.org.au

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MESSAGE FROM RECONCILIATION AUSTRALIA'S CEO

Reconciliation Australia welcomes VolunteeringACT to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

VolunteeringACT joins a network of more than 2,000 corporate, government, and not-for-profit organisations that have made a formal commitment to reconciliation through the RAP program.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement. The program's potential for impact is greater than ever, with close to 3 million people now working or studying in an organisation with a RAP.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously develop and strengthen reconciliation commitments in new ways. This Reflect RAP will lay the foundations, priming the workplace for future RAPs and reconciliation initiatives.

The RAP program's strength is its framework of relationships, respect, and opportunities, allowing an organisation to strategically set its reconciliation commitments in line with its own business objectives, for the most effective outcomes.

These outcomes contribute towards the five dimensions of reconciliation: race relations; equality and equity; institutional integrity; unity; and historical acceptance.

It is critical to not only uphold all five dimensions of reconciliation, but also increase awareness of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and leadership across all sectors of Australian society.

This Reflect RAP enables VolunteeringACT to deepen its understanding of its sphere of influence and the unique contribution it can make to lead progress across the five dimensions. Getting these first steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

Congratulations VolunteeringACT, welcome to the RAP program, and I look forward to following your reconciliation journey in the years to come.

Karen Mundine
Chief Executive Officer
Reconciliation Australia





OUR BUSINESS

VolunteeringACT's purpose is to foster quality of life and an inclusive Canberra by enabling participation and connection. We are the peak body for volunteering and community information in the Canberra region, as well as being a service provider of programs for people experiencing disadvantage and isolation, people with disability, and people needing support for mental wellness. Through our activities we improve inclusivity, enable sustainable volunteering, and create a more resilient Canberra community. Our Strategic Objectives for 2021-2024 are to:

1. Improve inclusion in the Canberra region
2. Influence change through policy and advocacy
3. Strengthen the sector to enable a more resilient Canberra community

VolunteeringACT employs 17 employees and involves around 60 volunteers. Many reside in other states and territories however our work focuses on the Canberra region. We currently have no Aboriginal or Torres Strait Islander people identified in our staff, although we have had in the past. As the peak body for volunteering and community information in the ACT, and as a member organisation with over 170 members, we have significant influence in the ACT. We have one office and the Community Info Hub based in the CBD.



OUR RECONCILIATION ACTION PLAN

VolunteeringACT's mission is to foster inclusion by enabling participation and connection. We are committed to reconciliation and this Reflect RAP formalises this commitment. While we have strived to be inclusive of First Nations peoples in the work we do, we recognise that we need to do more, especially in building stronger relationships with First Nations peoples, organisations and communities.

We are currently undertaking a co-design process to learn more how we can better support First Nations volunteering and to increase volunteering opportunities for First Nations people. The work we do in implementing the Reflect RAP will help us to develop relationships based on respect and trust and that are mutually beneficial.

To help us in this work, we are hoping to engage the services of a First Nations consultant to help us to facilitate a conversation about First Nations volunteering, and to be part of the RAP Working Group. We currently have 6 members of VolunteeringACT staff on the RAP Working Group including the CEO, Jean Giese, who is our RAP Champion. The whole of VolunteeringACT is very engaged with the RAP and we will be working as a whole organisation to ensure that all staff have a role to play in its implementation.

This is our first RAP.



RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence. 	October 2022	Inclusion Coordinator
	<ul style="list-style-type: none"> Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 	October 2022	Inclusion Coordinator
	<ul style="list-style-type: none"> Conduct a review of our community engagement plan and marketing/communications plan to better understand how we are currently engaging with First Nations peoples and where the gaps are. 	December 2022	Inclusion Manager and Marketing and Communications Coordinator
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. 	May 2023	Marketing and Communications Coordinator
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	27 May - 3 June, 2023	Inclusion Manager
	<ul style="list-style-type: none"> Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	27 May - 3 June, 2023	Inclusion Manager
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> Communicate our commitment to reconciliation to all staff. 	October 2022	CEO
	<ul style="list-style-type: none"> Identify external stakeholders that our organisation can engage with on our reconciliation journey. 	October 2022	Inclusion Coordinator
	<ul style="list-style-type: none"> Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. 	October 2022	Inclusion Coordinator
	<ul style="list-style-type: none"> Promote reconciliation through our sphere of influence by engaging a First Nations artist to design an artwork for VolunteeringACT to use for ongoing collateral and the office and Hub spaces 	December 2022	Inclusion Coordinator

RELATIONSHIPS CONTINUED

Action	Deliverable	Timeline	Responsibility
4. Promote positive race relations through anti-discrimination strategies.	• Research best practice and policies in areas of race relations and anti-discrimination.	November 2022	HR and Operations Manager
	• Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	December 2022	HR and Operations Manager



Action	Deliverable	Timeline	Responsibility
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	<ul style="list-style-type: none"> Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation. 	December 2022	Inclusion Manager
	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organisation. 	October 2022	Inclusion Manager
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area. 	January 2023	Senior Inclusive Volunteering Coordinator
	<ul style="list-style-type: none"> Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	October 2022	Senior Inclusive Volunteering Coordinator
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> Raise awareness and share information amongst our staff about the meaning of NAIDOC Week. 	June 2023	Senior Inclusive Volunteering Coordinator
	<ul style="list-style-type: none"> Introduce our staff to NAIDOC Week by promoting external events in our local area. 	June 2023	Senior Inclusive Volunteering Coordinator
	<ul style="list-style-type: none"> RAP Working Group to participate in an external NAIDOC Week event. 	First week in July, 2023	Senior Inclusive Volunteering Coordinator

OPPORTUNITIES

Action	Deliverable	Timeline	Responsibility
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	<ul style="list-style-type: none">• Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation	February 2023	HR and Operations Manager
	<ul style="list-style-type: none">• Build an understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	December 2022	HR and Operations Manager
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none">• Develop a business case for procurement from Aboriginal and Torres Strait Islander-owned businesses.	December 2022	HR and Operations Manager
	<ul style="list-style-type: none">• Investigate Supply Nation membership.	November 2022	HR and Operations Manager

GOVERNANCE

Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> Form a RWG to govern RAP implementation. 	October 2022	Inclusion Coordinator
	<ul style="list-style-type: none"> Draft a Terms of Reference for the RWG. 	October 2022	Inclusion Coordinator
	<ul style="list-style-type: none"> Establish Aboriginal and Torres Strait Islander representation on the RWG. 	December 2022	Inclusion Coordinator
11. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. 	November 2022	CEO
	<ul style="list-style-type: none"> Engage senior leaders in the delivery of RAP commitments. 	November 2022	CEO
	<ul style="list-style-type: none"> Appoint a senior leader to champion our RAP internally. 	November 2022	CEO
	<ul style="list-style-type: none"> Define appropriate systems and capability to track, measure and report on RAP commitments. 	October 2022	Inclusion Coordinator
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> 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	Inclusion Coordinator
	<ul style="list-style-type: none"> Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire. 	1 August annually	Inclusion Coordinator
	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. 	30 September annually	Inclusion Coordinator
13. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> Register via Reconciliation Australia's website to begin developing our next RAP. 	February 2023	Inclusion Coordinator



**RECONCILIATION
ACTION PLAN**

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Contact Details *for public enquiries about our RAP*

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