

REFLECT

Reconciliation Action Plan (RAP) template

Reflect RAP:

A Reflect RAP is used to lay the foundations and prepare your workplace for future RAPs and reconciliation initiatives. A Reflect RAP is a public commitment published on [Reconciliation Australia's website](#). A Reflect RAP has a 12-18 month duration.

Before you start:

Before you commit to developing a RAP, it is important that you read and understand the [RAP framework](#), consisting of the three core pillars (Relationships, Respect and Opportunities), [four RAP types](#) (Reflect, Innovate, Stretch and Elevate) and [mandatory actions and deliverables](#) that guide the development of RAPs. It is also important to read and understand the [RAP development, review and endorsement process](#), starting with assessing [whether a RAP is right for your organisation](#).

How to use this RAP template:

The Reflect RAP template is designed to provide workplaces with a roadmap to begin their reconciliation journey. As such, the Reflect RAP template is pre-filled with all the mandatory actions and deliverables that workplaces are required to commit to in order to receive Reconciliation Australia's endorsement. Please complete the template by addressing the questions outlined in the 'Our Business', 'Our RAP' and 'Our partnerships/current activities' sections, and assigning a responsibility and timeline to each deliverable provided in the template. Additional actions and deliverables specific to your workplace's unique [sphere of influence](#) may also be added, but are not required for Reconciliation Australia's endorsement.

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

- [Developing a S.M.A.R.T. RAP](#).
- [Demonstrating inclusive and respectful language](#).

RAP review and endorsement process:

Once you have completed your first draft RAP, please [submit for review](#) via 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.
2. **Final Endorsement** – Reconciliation Australia will check that your final designed document includes the conditionally endorsed content and the RAP logo and branding before providing final endorsement.

[Organisation Name]

Reflect Reconciliation Action Plan [month, 20__] – [month, 20__]

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)?*
- *How many office locations does your workplace have in Australia and where are they?*

Our RAP

The purpose of this section is to provide readers of your RAP with background about your workplace's interest in reconciliation. In paragraphs, address the following questions as a minimum.

- *Why is your workplace developing a RAP?*
- *How do you intend to approach implementing your RAP?*
- *What is your workplace's reconciliation journey to date (if applicable)?*

Our partnerships/current activities (if applicable)

The purpose of this section is to highlight your engagement with reconciliation and Aboriginal and Torres Strait Islander peoples to date. In paragraphs, describe any partnerships or current reconciliation activities you have in place:

- *Community partnerships*
- *Internal activities/initiatives*

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. 	<i>[Month, year]</i>	<i>[Job title]</i>
	<ul style="list-style-type: none"> Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 		
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 <i>[Year]</i>	
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	27 May-3 June, <i>[Year]</i>	
	<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, <i>[Year]</i>	
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> Communicate our commitment to reconciliation to all staff. 		
	<ul style="list-style-type: none"> Identify external stakeholders that our organisation can engage with on our reconciliation journey. 		
	<ul style="list-style-type: none"> Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. 		
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> Research best practice and policies in areas of race relations and anti-discrimination. 		
	<ul style="list-style-type: none"> Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. 		

Respect			
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. 	<i>[Month, year]</i>	<i>[Job title]</i>
	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organisation. 		
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. 		
	<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. 		
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. 		
	<ul style="list-style-type: none"> Introduce our staff to NAIDOC Week by promoting external events in our local area. 	June <i>[Year]</i>	
	<ul style="list-style-type: none"> RAP Working Group to participate in an external NAIDOC Week event. 	First week in July, <i>[Year]</i>	

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. 	<i>[Month, year]</i>	<i>[Job title]</i>
	<ul style="list-style-type: none"> Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. 		
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. 		
	<ul style="list-style-type: none"> Investigate Supply Nation membership. 		

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. 	<i>[Month, year]</i>	<i>[Job title]</i>
	<ul style="list-style-type: none"> Draft a Terms of Reference for the RWG. 		
	<ul style="list-style-type: none"> Establish Aboriginal and Torres Strait Islander representation on the RWG. 		
11. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. 		
	<ul style="list-style-type: none"> Engage senior leaders in the delivery of RAP commitments. 		
	<ul style="list-style-type: none"> Appoint a senior leader to champion our RAP internally. 		
	<ul style="list-style-type: none"> Define appropriate systems and capability to track, measure and report on RAP commitments. 		
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	
	<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	
	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. 	30 September, annually	
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. 	<i>[three months prior to RAP expiry date]</i>	

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

Name:

Position:

Phone:

Email: