Reconciliation Action Plan Quarterly Progress Report

March 2023 unitingsa.com.au/rap

Summary

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Together

UnitingSA's <u>Reflect Reconciliation Action Plan (RAP) June 2022-June 2023</u> targets four focus areas, as detailed below, in line with Reconciliation Australia's framework. Across these four areas of focus there are **14 actions**, which incorporate **43 deliverables**, as follows:

- Relationships Enhanced service delivery through collaborative projects
 - Actions: 4 | Deliverables: 12
- Respect Increased cultural competence across the organisation
 - Actions: 3 | Deliverables: 13
- **Opportunities** Strengthened employment pathways including traineeships and staff development
 - Actions: 3 | Deliverables: 10
- Governance An ongoing commitment to internal monitoring and public reporting of our RAP
 - Actions: 4 | Deliverables: 8

As an organisation with a 'Reflect RAP', we have committed to annual public reporting on our RAP achievements, challenges and learnings, as well as the submission of an annual RAP Impact Measurement Questionnaire to Reconciliation Australia.

In addition to the annual public reporting, which is scheduled to occur in December 2023, and the Reconciliation Australia Questionnaire, which is due for submission in September 2022, a RAP Progress Report will be presented on a quarterly basis to UnitingSA's RAP Committee to ensure we remain on track.

The below table represents the status of the 43 deliverables embedded within the 14 actions, as at **28 February 2023**. A breakdown of these deliverables is provided on the following pages.

March 2023 T	racking % of total deliverables
24 (56%)	Deliverables achieved
10 (23%)	Deliverables in progress OR due to commence
5 (12%)	Deliverables requiring focus within next quarter
4 (9%)	Deliverables that fall outside of next quarter

March 2023 Tracking

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Focus Ai	rea 1: Relationships			
Action 1.1 - organisatio	 Establish and strengthen mutually beneficial relationships ns. 	s with Aborigina	I and Torres Strait Islander sta	keholders and
Deliverable		Timeline	Responsibility	Status
1.1.1	Identify Aboriginal and Torres Strait Islander organisations in our local areas that we could approach to collaborate with on our reconciliation journey.	September 2022	Chief People and Quality Officer	Deliverable Achieved
Outcome/s	Please refer to 1.2.1 and 1.2.2 Actions below on organisations other organisations to collaborate with.	we already colla	borate with. We will continue to	explore and identify
1.1.2	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	September 2022	Chief People and Quality Officer	Deliverable in progress
Outcome/s	Review completed on the SNAIC Partnership audit tool as part being discussed at March RAP Committee meeting.	of the Aborigina	I Cultural Awareness Assessmer	nt Project, which is
	Promote reconciliation through our sphere of influence.			
1.2.1	Identify external stakeholders that our organisation can engage with on our reconciliation journey.	September 2022	Lead: Chief People and Quality Officer	Deliverable Achieved
			Support: Executive Management Team	
1.2.2	Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	September 2022	Chief People and Quality Officer	Deliverable Achieved
Outcome/s	We have identified Community Partners, sub-contracted agend and Family services to deliver child and family services in west National Indigenous Australians Agency as other like-minded o	ern region, the D	Pepartment of Social Services (fu	nder of CfC) and the

Below is a list of organisations and stakeholders who we have previously, or continue to collaborate, with in relation to 1.2.1 and 1.2.2 above.

Aboriginal Organisation / Contractor	Purpose of engagement
Kura Yerlo	 Communities for Children purchases their services as a Community Partner Partner in Youth Support and Development Funding Use of Zebra Finch and Kurruru Groups for events Co-located and in partnership with Taperoo Community Centre (TCC)
Kornar Winmil Yunti (KWY)	Communities for Children purchases their services as a Community Partner
Linking Futures	 Consultancy – services rendered include cultural awareness training, leadership mentoring of Aboriginal male staff member, RAP process, interview panels, and review of staff issues
Indigenu	Purchased by Willara Cultural Services, offers indigenous catering
Kuma Kaaru (Jack Buckskin)	 Welcome to Country Smoking Ceremony Dance Workshops
Alan Sumner	 Welcome to Country Smoking Ceremony Artist and musician, created artwork for USA
Tauondi Aboriginal College	 Cultural awareness training PARTNER for REC in the WEST (planning committee and funding partner) Collaborations in training, community events and activities
Rosalind Coleman	Welcome to Country
Rodney O'Brien	Welcome to Country
Ngangki Warra	Welcome to Country ceremony and dance
Aboriginal Organisations we partner with	
Nunkawarrin Yunti Kura Yerlo KWY Aboriginal Family Support Services (AFSS) Tirrapendi Wordli Watta Purrunna White Lion Dept of Education (School ACEO's or Aboriginal Child Education Officers)	 WE refer clients to these agencies, and receive referrals from these WE partner with these organisations to deliver programs, events and activities that supports the Aboriginal community All these organisations except Dept of Education are Aboriginal-led
Government	

	DSS, NIAA (federal) DHS (state) DoE		ive funding from the iginal client engager	ese federal and state depts., all of w ment/support	hich have KPIs
1.2.3	Communicate our RAP commitment to reconciliation staff.	to all	June 2022	Executive Brand and Experience	Deliverable achieved
Outcome/s	 Email bulletin and video message issued to all state <u>RAP poster</u>, containing QR code access to the planetic state 	aff on 15 J lan, distribu	une 2022 – <u>'Next s</u> uted to all regional	steps in our reconciliation journe and metro sites in June and Jul	
Action 1.3	 Build relationships through celebrating National I Circulate Reconciliation Australia's NRW resources a reconciliation materials to our staff. 		May 2023	Lead: Chief People and Quality Officer Support: Executive Manager Brand and Experience	Deliverables requiring focus within next quarter
1.3.2	Ensure Board Directors and Executive Managers atten National Reconciliation Week (NRW) event each yea		May 2023, and annually	Lead: Chief People and Quality Officer Support: Service Managers	Deliverables requiring focus within next quarter
1.3.3	Invite all RAP Committee members, Aboriginal and T Strait Islander staff and their immediate managers to NRW event.		May 2023	Lead: Chief People and Quality Officer Support: Service Managers	Deliverables requiring focus within next quarter
1.3.4	Communicate details and encourage NRW event atte to cultivate a deeper understanding of reconciliation a respect for Aboriginal and Torres Strait Islander cultu	and	May 2023	Executive Manager Brand and Experience	Deliverables requiring focus within next quarter

Action 1.4	 Promote positive race relations through anti-discrimination 	n strategies.		
1.4.1	Research best practice and policies in areas of race relations and anti-discrimination.	December 2022	Manager Quality/Privacy Officer	Deliverable Achieved
Outcome/s	We have now developed our Aboriginal and Torres Strait Island guide to ensure anti-discrimination strategies have been approp across the organisation.			
	The Checklist seeks to assist our services in the identification of our policies and procedures apply good practice principles, and			
	The Checklist will be implemented in early 2023 and should reviewing/updating an existing policy or procedure.	be completed whe	en developing a new policy or	procedure or when
1.4.2	Conduct a review of policies and procedures to identify existing anti-discrimination provisions, and future needs.	June 2023	Chief People and Quality Officer	Deliverable falls outside of next quarter
1.4.3	Review policies and procedures as per our policy and procedure review framework to ensure anti-discrimination	June 2023	Lead: Chief People and Quality Officer	Deliverable falls outside of next
	strategies have been appropriately embedded.		Support: RAP Committee members and Service Managers	quarter

Focus Area 2: Respect

Action 2.1 – Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.

Deliveral		Timeline	Responsibility	Status
2.1.1	Develop, implement and communicate a cultural learning strategy for our staff.	February 2023	Chief People and Quality Officer	Deliverables in progress
2.1.2	Conduct a review of cultural learning needs within our organisation.	February 2023	Lead: Chief People and Quality Officer	Deliverables in progress
			Support: Training Coordinator	
2.1.3	Embed a mandatory E-learning module within our new employee induction process, as well as roll out to all existing staff.	February 2023	Lead: Chief People and Quality Officer	Deliverables in progress

			Support: Training Coordinator	
2.1.4	Provide tailored face-to-face cultural awareness training for all service managers and executive managers.	February 2023	Lead: Chief People and Quality Officer	Deliverables in progress
			Support: Training Coordinator	
Outcome/s 2.1.1 to 2.1.4	A report to the RAP Committee to be tabled at the meeting on 1 can approach in a Request for Proposal (RFP) to provide the se			rnal partners we
2.1.5	Appoint an external mentor to provide cultural guidance to RAP Committee members.	September 2022	Chief People and Quality Officer	Deliverable Achieved
Outcome/s	A report to the RAP Committee was tabled at the 14 December external mentor to provide cultural guidance to RAP Committee a change to our RAP with Reconciliation Australia. The RAP Committee determined the need for either an internal	members or identify a or external mentor wi	a different approach to mento Il be dependent on the particu	ing and negotiate
<u>Action 2.2 -</u> 2.2.1	 Demonstrate respect to Aboriginal and Torres Strait Islando Re-design meeting templates to include an Acknowledgement of Country. 	er peoples by obser July 2022	Manager Quality/Privacy Officer	Deliverable achieved
Outcome/s	A meeting agenda template, incorporating an Acknowledgment	of Country, is availab	le on the UnitingSA intranet.	
2.2.2	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.	September 2022	Executive Manager Brand and Experience	Deliverable achieved
Outcome/s	We have engaged with First Nations advisory and community go locations, whose land we are on. Resource has been developed			ighout our service
2.2.3	Invite local Traditional Owners to deliver a Welcome to Country in language at all significant internal and external events.	June 2022	Chief People and Quality Officer	Deliverable achieved
• • • •	We continue to invite local traditional owners to deliver a Welco	me to Country at all s	ignificant internal and externa	
Outcome/s	We continue to invite local traditional owners to deliver a welco			events.

Outcome/s	Acknowledgement of Country signs are currently available on the Nations that our sites operate across. These signs incorporate to While these resources remain available, and are embedded with is in the final stages of developing new Acknowledgement of Co the December 2022 RAP meeting, we have been working with A for the signs and use of greetings in traditional language. We have now consulted with local cultural authorities for each c	the logo for the Uniting hin our site audit requi puntry signage to be d Aboriginal organisation	g Aboriginal and Islander Chris irements, UnitingSA's Brand & isplayed at all UnitingSA servio ns and trusted sources for app	tian Congress. Experience team ce locations. Since roval and advice
2.2.5	Promote that all services and venues are culturally appropriate by displaying Aboriginal flags, posters and signage.	August 2022	Lead: Executive Manager Brand and Experience Support: Service Managers	Deliverable achieved
Outcome/s	The Aboriginal flag and Torres Strait Islander flag are now displereception counters and decal stickers at entrances. In addition, embedded into our corporate email signature and website. The <u>Protocol Procedure</u> in February 2022.	the Aboriginal flag and rollout of the flags follo	d Torres Strait Islander flag ha ows on from the launch of Unit	ve been
	 Build respect for Aboriginal and Torres Strait Islander culture 			
2.3.1	Raise awareness and share information amongst our staff about the meaning of NAIDOC Week, and promote events in our local area.	July 2022	Lead: Executive Manager Brand and Experience Support: RAP Committee	Deliverable achieved
Outcome/s	Email sent from the Acting CEO on 4 July 2022 to all team memory outlined events in South Australia and addressed the theme and			. The email
2.3.2	Organise an internal NAIDOC Week event that speaks to the annual NAIDOC theme.	July 2022	Executive Manager Brand and Experience	Deliverable achieved
Outcome/s	A free NAIDOC Week event was staged at the Family Centre including UnitingSA team members, clients and local community with the Marketing team, the event aimed to celebrate the hist peoples in our community. The event included a Welcome to Ce and Seaton Lions Clubs, native bush catering by Tauondi Abo Hatterz Parties and performances by the Kalaya Children's Ce UnitingSA's NAIDOIC week event featured in the <u>Teal Talk inte</u> Spring edition of our external <i>Flourish</i> magazine.	r members. Led by our ory, culture and achie ountry by Aunty Rosly original College, childr entre, Karrendi and o	r Child, Youth and Family Serv vements of Aboriginal and To m Coleman, BBQ lunch gifted ren's activities by Animals And ur Taperoo Community Centr	ices, in partnership rres Strait Islander by the West Lakes onymous and Mad e. An article about
2.3.3	RAP Committee members to participate in a NAIDOC Week event.	July 2022	Lead: Executive Manager Brand and Experience	Deliverable achieved

		Support: RAP Committee members
Outcome/s	KGC, TH, IO, EF, VP and JD attended UnitingSA's NAIDOC Week event. KI unable to attend an event due to sickness. JH was on leave. MH, AS and EW were not RAP Committee members at the time.	

Focus Area 3: Opportunities

Action 3.1 – Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.

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Deliverable		Timeline	Responsibility	Status
3.1.1	Develop culturally appropriate protocols to support recruitment and advertising activities.	October 2022	Lead: Chief People and Quality Officer	Deliverable achieved
			Support: Recruitment Consultant	
Outcome/s	A draft Aboriginal and Torres Strait Islander Recruitment Toolkit to deliver processes which enable all candidates to best demon Aboriginal and Torres Strait Islander peoples, inclusivity addres toolkit steps through the recruitment lifecycle and provides tips t Islander candidates. This toolkit will be implemented as part of and detailed below in 3.1.4.	strate their capabili ses the cultural and to consider at each	ties. When we apply this to the d social aspects unique to their of stage when recruiting Aborigina	recruitment of cultures. This al and Torres
3.1.2	Commence placing employment advertisements in the Turkindi Information Network.	October 2022	Lead: Chief People and Quality Officer	Deliverable achieved
			Support: Recruitment Consultant	
Outcome/s	This has been embedded in our Aboriginal and Torres Strait Isla Child Youth Family Services facilitate an Aboriginal Mentoring F month. This will be a valuable group to utilise in relation to this	Program for our em		for 1.5 hours per
	Chief People & Quality Officer and Senior Manager People Exp they are currently reviewing and will provide feedback at a meet			ss our Toolkit and

3.1.3	Support Aboriginal and Torres Strait Islander staff to participate in the recruitment of positions in services that provide support to Aboriginal and Torres Strait Islander peoples.	October 2022	Lead: Chief People and Quality Officer Support: Recruitment Consultant	Deliverable achieved
Outcome/s	This has been embedded in our Aboriginal and Torres Strait Isla Child Youth Family Services facilitate an Aboriginal Mentoring F month. This will be a valuable group to utilise in relation to this Chief People & Quality Officer and Senior Manager People Exp they are currently reviewing and will provide feedback at a meet	Program for our emp action. erience met with so	ployees, with the group meeting	
3.1.4	 Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities, through the development of: mechanisms that provide staff the option of identifying as First Nations people; and, processes to understand the professional development aspirations of current Aboriginal and Torres Strait Islander staff. 	October 2022	Chief People and Quality Officer	Deliverable Achieved
Outcome/s	Child Youth Family Services facilitate an Aboriginal Mentoring F month. This will be a valuable group to utilise in relation to this a We are also implementing a new process to ensure we capture February 2023.	action and increase	the group's membership.	
3.1.5	Increase leadership opportunities and retention rates for Aboriginal and Torres Strait Islander staff through professional development to enhance leadership and technical capabilities.	June 2023	Lead: Chief People and Quality Officer Support: Service Managers	Deliverable falls outside of next quarter
	 Improve quality of service provision at Uniting SA for Abor fe and well-being outcomes. 	iginal and Torres	Strait Islander peoples that lea	ad to higher
3.2.1	Regularly seek feedback from Aboriginal and Torres Strait Islander service participants and community representatives to ensure we are providing culturally appropriate services.	December 2022	Lead: Chief People and Quality Officer Support: Service Managers	Deliverable Achieved

Outcome/s	A review was completed on the SNAIC Partnership audit tool as	s part of the Aborig	jinal Cultural Awareness Assessr	nent Project, which
	is being discussed at the March RAP Committee meeting.			
	Aboriginal and Torres Strait Islander participants are invited to This feedback is sought through survey, consultations, and 1:1 (informally). All information is gathered, considered, and discus practice communicated to staff, implemented and reviewed.	feedback every th	ree months (formally) and on an o	ongoing basis
	Aboriginal-led services and partners provide feedback and in consultations have taken place with Kura Yerlo, Taoundi Aborig Aboriginal Community Education Officers, Tiraapendi Wodli, Nu SA, local government Aboriginal/Cultural Officers, and local eld Planning Committee, which sees us meet monthly to lead even services and activities.	inal College, KWY Inkawarrin Yunti, A ers. UnitingSA is a	Y, Linking Futures, Department for AnglicareSA, Life Without Barriers ilso a member of the Reconciliation	FEducation a, Reconciliation on in the West
	Staff who identify as Aboriginal and Torres Strait Islander are a	lso engaged to pro	ovide advice regarding culturally a	appropriate
	services. The approach to seeking feedback is both informal an consultation with staff takes place through the RAP Committee. From time to time, expertise is purchased through Aboriginal c	d formal, and inclu consultancy and/	udes consultations meetings. Furt	
3.2.2	services. The approach to seeking feedback is both informal an consultation with staff takes place through the RAP Committee. From time to time, expertise is purchased through Aboriginal c and post training or projects to provide advice regarding cultura Develop mechanisms to record, monitor, evaluate and	d formal, and inclu consultancy and/	udes consultations meetings. Furt or Training Providers, who are of ctices. Lead: Executive Manager	
3.2.2	services. The approach to seeking feedback is both informal an consultation with staff takes place through the RAP Committee. From time to time, expertise is purchased through Aboriginal c and post training or projects to provide advice regarding cultura	d formal, and inclu consultancy and/ lly appropriate pra	udes consultations meetings. Furt or Training Providers, who are o ctices. Lead: Executive Manager Brand and Experience	often enaged during Deliverable falls
3.2.2 3.2.3	services. The approach to seeking feedback is both informal an consultation with staff takes place through the RAP Committee. From time to time, expertise is purchased through Aboriginal c and post training or projects to provide advice regarding cultural Develop mechanisms to record, monitor, evaluate and improve services and outcomes for Aboriginal and Torres	d formal, and inclu consultancy and/ lly appropriate pra	udes consultations meetings. Furt or Training Providers, who are of ctices. Lead: Executive Manager	often enaged during Deliverable falls outside of next
	 services. The approach to seeking feedback is both informal an consultation with staff takes place through the RAP Committee. From time to time, expertise is purchased through Aboriginal of and post training or projects to provide advice regarding cultural Develop mechanisms to record, monitor, evaluate and improve services and outcomes for Aboriginal and Torres Strait Islander peoples. Become an organisational champion, in partnership with the 	d formal, and inclu consultancy and/o lly appropriate pra June 2023	or Training Providers, who are of ctices. Lead: Executive Manager Brand and Experience Support: Service Managers Lead: Chief People and	often enaged during Deliverable falls outside of next quarter Deliverable

3.3.1	 Develop and implement a Procurement Plan, with an emphasis on Aboriginal and Torres Strait Islander organisations, focusing on: Strengthening existing partnerships Forming new commercial partnerships 	February 2023	Lead: Chief Financial Officer Support: Procurement Manager	Deliverable due to commence
Outcome/s	Work on this deliverable will commence in March 2023.			
3.3.2	Investigate new ways to support Aboriginal and Torres Strait Islander business owners (i.e. Supply Nation, Indigenous Business Network).	February 2023	Chief Financial Officer	Deliverable due to commence
Outcome/s	Work on this deliverable will commence in March 2023.	1		

Focus Area 4: Governance Action 4.1 – Establish and maintain an effective RAP Committee to drive governance of the RAP.								
4.1.1	Maintain Aboriginal and Torres Strait Islander representation on the RAP Committee.	April 2023	Chief People and Quality Officer	Deliverables requiring focus within next quarter				
4.1.2	Establish and apply Terms of Reference for the RAP Committee.	December 2023	Executive Manager Brand and Experience	Deliverable achieved				
Outcome/s	RAP Committee endorsed final version of the TOR in December 2022 Committee meeting.							
Action 4.2 – Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.								
4.2.1	Contact Reconciliation Australia to ensure that our primary and secondary contact are up-to-date to ensure we are receiving important correspondence.	June 2022 and annually	Executive Manager Brand and Experience	Deliverable achieved				
Outcome/s	Email sent to Reconciliation Australia RAP Program Officer, He contact details.	elena Plazzer, on 1	5 August 2022 to update our pi	imary and secondary				

4.2.2	Follow up with Reconciliation Australia if we have not yet received our unique reporting link to participate in the RAP Impact Measurement Questionnaire.	August 2022 and annually	Chief People and Quality Officer	Deliverable achieved		
Outcome/s	Unique reporting link received 14 July 2022					
4.2.3	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 September 2022 and annually	Manager Quality/Privacy Officer	Deliverable achieved		
Outcome/s	Our annual RAP Impact Measurement Questionnaire was submitted to Reconciliation Australia on 19 September 2022					
4.2.4	Publicly report on our RAP achievements, challenges and learnings annually.	December 2022 and annually	Executive Manager Brand and Experience	Deliverable due to commence		
Outcome/s	To more comprehensively report on our Reflect RAP journey, as well as our next steps, our annual public update has been rescheduled and will occur as part of Close the Gap day on 16 March 2023.					
4.2.5	Report RAP goals and achievements to the UnitingSA Board and all staff.	December 2022	Lead: Chief People and Quality Officer Support: Manager Quality/Privacy Officer	Deliverable due to commence		
Outcome/s	The UnitingSA Board of Directors have received regular updates on RAP progress, via a Quarterly RAP Scorecard, since the Reflect RAP's implementation in June 2022. An interim update will be issued to all staff in March 2023, with a final Scorecard and reflection to occur in June 2023.					
Action 4.3 -	Continue our reconciliation journey by developing our next	RAP.				
4.3.1	Register via Reconciliation Australia's website to begin developing our next RAP.	February 2023	Chief People and Quality Officer	Deliverable achieved		
Outcome/s	On 9 March 2023, UnitingSA registered our intentions to develo	op and submit an Ir	novate RAP with Reconciliation	on Australia.		