

accessrec.org.au

providing support for
people with disability in the
Rockhampton area

Reconciliation Action Plan



access the life **you want**

100 Jardine Street, Rockhampton
07 4922 7151

Programs and services
available at accessrec.org.au

Vision

Our vision for reconciliation is to **inspire** and **encourage** our community and organisation to engage and learn about the history and culture of Aboriginal and Torres Strait Islander peoples, so we can develop, strengthen and encourage relationships. Our vision for reconciliation aligns with the mission of **Access Recreation** as we strive to create a community where every person has the opportunity to live life to their full potential.

Our Business

Access Recreation

Access Recreation has been providing services in the Rockhampton region for over 30 years. During this time, countless families have found security and peace of mind knowing that the supports needed for their son, daughter or loved one could be found locally through the broad range of services provided by Access Recreation.

Access Recreation is an NDIS registered provider who can provide a range of services which allow individuals to reach their goals.

Our services include:

- Social and Community Participation
- Learning and life skills development
- Assistance with daily living
- Supported independent living
- Group programmes
- Support Coordination
- Plan Management

At Access Recreation, we believe social inclusion extends beyond simply being present or passively participating in activities in the community. For us, it means having control over your life and having opportunities to contribute and participate in society in meaningful ways.

Our RAP

In developing Access Recreation's first Reconciliation Action Plan (RAP), we are committed to establishing an Aboriginal and Torres Strait Islander Working Group which will provide the organisation with the context for engaging with all our employees, clients and the wider community to develop a consultative and engaging Reconciliation Action Plan. We believe the development of the RAP is the first step on our reconciliation journey.

We aim to establish an environment where the history, culture and customs of Aboriginal and Torres Strait people are valued and celebrated to create one community for all to embrace. It is anticipated that the commitment from the group will be emulated throughout the organisation and our key stakeholders.

We have employed a Part-time Indigenous Coordinator who champions the RAP process in collaboration with Access Recreation Senior Management and Management Committee. Both parts of the organisation will support and work alongside the Access Recreation RAP Working Group including Aboriginal and Torres Strait Islanders employees.



Relationships

ACTION RAP Working Group (RWG) actively monitors RAP development and implementation of actions, tracking progress and reporting

Deliverables

- Establish a RAP working group
- Establish Terms of Reference of the RWG
- RWG oversees the development, endorsement and launch of the RAP.
- The RWG comprises of Aboriginal and Torres Strait Islander peoples and people external to the organisation
- Meet at least twice per year to monitor and report on RAP implementation.

Timeline October 2019

Responsible General Manager

ACTION Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes

Deliverables

- Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders.
- Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement.

Timeline April 2020

Responsible RAP Working Group

ACTION Raise internal and external awareness of our RAP to promote reconciliation across our business and sector

Deliverables

- Develop and implement a communication plan to raise awareness of our RAP to all internal and external stakeholders.
- Promote the RAP to internal and external to key stakeholders
- Review HR policies and procedures to ensure they are culturally appropriate

Timeline February 2020

Responsible RAP Working Group

ACTION Raise internal understanding of Aboriginal and Torres Strait Islander protocols

Deliverables

- Implement the RAP communication plan raise awareness with internal and external stakeholders.
- Promote reconciliation through ongoing active engagement with all stakeholders.

Timeline July 2020

Responsible RAP Working Group

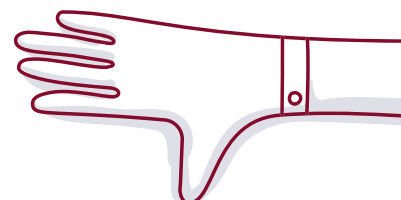
ACTION Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australian

Deliverables

- Host at least one internal event for NRW each year.
- Support an external NRW event.
- Support the RAP Working Group participates in an external event to recognise and celebrate NRW.

Timeline May 27 – June 3 2020

Responsible Events Team



Respect

ACTION Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements

Deliverables

- Develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy for our staff
- Capture baseline data on our employees understanding around Aboriginal and Torres Strait Islander history, culture and contribution through brief survey
- Provide opportunities for RWG members, RAP champions and Management Committee to participate in RAP business development

Timeline May 2020

Responsible Human Resources

ACTION Provide opportunities for Aboriginal and Torres Strait Islander staff to engage with their culture and communities by celebrating NAIDOC Week

Deliverables

- Encourage our staff to attend Indigenous and Torres Strait Islander community-based events which operate in our community
- Provide opportunities for all Aboriginal and Torres Strait Islander staff to participate with their cultures and communities during NAIDOC Week.

Timeline July 2020

Responsible Events Team

ACTION Engage employees in understanding the significance of Aboriginal and Torres Strait Islander cultural protocols, such as Welcome to Country and Acknowledgement of Country, to ensure there is a shared meaning

Deliverables

- Develop, implement and communicate a cultural protocol document for Welcome to Country and Acknowledgement of Country.
- Develop a list of key contacts for organising a Welcome to Country and maintaining respectful partnerships.
- Invite a Traditional Owner to provide a Welcome to Country at significant events
- Include an Acknowledgement of Country at the commencement of all important internal and external meetings.
- Encourage staff to include an Acknowledgement of Country at the commencement of all meetings.

Timeline March 2020

Responsible Human Resources

Opportunities

ACTION Investigate opportunities to improve and increase Aboriginal and Torres Strait Islander employment outcomes within our workplace

Deliverables

- Collect information on our current Aboriginal and Torres Strait Islander staff to inform future employment opportunities.
- Develop and implement an Aboriginal and Torres Strait Islander Employment and Retention strategy.
- Engage with existing Aboriginal and Torres Strait Islander staff to consult on employment strategies, including professional development.
- Advertise position vacant in Aboriginal and Torres Strait Islander platforms
- Review HR and recruitment procedures and policies to ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants participating in our workplace.

Timeline July 2020

Responsible RAP Working Group

ACTION Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation

Deliverables

- Review and update finance policies and procedures to ensure there are no barriers for purchasing goods and services from Aboriginal and Torres Strait Islander programs/services.
- Develop and communicate to staff a list of Aboriginal and Torres Strait Islander businesses that can be used to purchase goods and services.
- Establish at least one formal relationship with an Aboriginal and/or Torres Strait Islander provider/business to purchase goods and services.

Timeline June 2020

Responsible Human Resources/
General Manager

Tracking Progress & Reporting

ACTION Report RAP achievements, challenges and learnings internally and externally

Deliverables

- Publicly report our RAP achievements, challenges and learnings on our website and other communication methods
- Provide

Timeline September 2020

Responsible General Manager

ACTION Review, refresh and update RAP

Deliverables

- Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements.
- Send draft RAP to Reconciliation Australia for review and feedback.
- Submit draft RAP to Reconciliation Australia for formal endorsement.

Timeline October 2020

Responsible RAP Working Group



Access

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