

# **IPAA VICTORIA RECONCILIATION ACTION PLAN | 2021-2023**

# IPAA Victoria Reconciliation Action Plan | 2021-2023

Action	Deliverable	How We Are Actioning	Status
<b>Relationships</b>			
Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations	Establish and maintain 3 formal two-way partnerships with Aboriginal and Torres Strait Islander communities or organisations.	Commenced partnership discussion with Kinaway Aboriginal Chamber of Commerce. Explore formal partnerships through the delivery of First Nations Gathering.	Commenced
	Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.	RAP Working Group (RAPWG) gave feedback at 8 May meeting. Aboriginal Advisory Committee gave feedback on 16 May. Finalised mid-June 2024.	Complete
	Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement.	IPAA to work with Aboriginal Advisory Committee (AAC) and other stakeholders as identified by AAC to give input to engagement framework.	Commence in 2024
Promote reconciliation through our sphere of influence	Ensure IPAA Victoria staff and Board understand IPAA Victoria's commitments to reconciliation and the specific actions are included as an agenda item on team meetings.	Cultural competency training would assist in understanding. Responsibility for RAP actions should be divided according to teams for actioning, and monitoring included as part of our business reporting.	Complete
	Communicate our commitment to reconciliation publicly.	Launched RAP at our AGM and end of year event in November and December 2022. Will continue to refer to RAP and monitoring throughout 2023. Using socials and our website to communicate IPAA's commitment to reconciliation. Published a statement on National Reconciliation Week (NRW) and had an email signature during NRW.	Complete
	Engage with the work of the First People's Assembly of Victoria and educate the public purpose sector on the Treaty process in Victoria.	Uncle Reg and Aunty Walda Blow Oration in October 2022, 2023 International Women's Day (IWD) Gala Dinner, and other future opportunities as agreed with the Assembly. Post-IWD podcast developed and published in 2023.	Complete
	Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.	2023 IWD Gala Dinner will be an opportunity to meet this commitment. Post-IWD podcast published. Captured as part of IPAA statement on Voice.	Complete
	Collaborate with RA and other likeminded organisations to develop ways to advance reconciliation.	Published statement on NRW. Staff participated in an online NRW event, and information circulated about NRW to all staff.	Complete
	Develop at least 2 partnerships with Aboriginal networks in Victorian Government Departments.	Opportunity to explore this as part of First Nations Gathering.	Closed

**Legend:**

Commenced

Commenced and Ongoing

Complete

Closed

To be commenced OR to be rolled over into next RAP

# IPAA Victoria Reconciliation Action Plan | 2021-2023

Action	Deliverable	How We Are Actioning	Status
	IPAA Victoria to host an oration celebrating the achievements of Aboriginal and Torres Strait Islander peoples in public administration and public life.	Uncle Reg and Aunty Walda Blow Oration held October 2022. A further Oration has been scheduled for April 2025.	Complete
	Invite 20 Aboriginal and Torres Strait Islander leaders to be speakers at IPAA Victoria events that are non-Aboriginal specific events.	Speakers to be included as part of First Nations Gathering.	Complete
Build relationships through celebrating National Reconciliation Week (NRW)	Circulate Reconciliation Australia's National Reconciliation Week resources and reconciliation materials to our staff.	Content was shared to staff in 2022 and 2023.	Complete
	RAP Working Group members to participate in an external National Reconciliation Week event.	IPAA and AAC shared NRW events in 2022 and 2023.	Complete
	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate National Reconciliation Week.	IPAA collated and circulated available NRW events and participated in online film festival in 2023.	Complete
	Organise at least one National Reconciliation Week event each year.	IPAA staff participated in online NRW event in 2023 and 2024. Propose to roll over future initiatives into next RAP to enable AAC to focus on delivery of First Nations Gathering.	Roll over into next RAP
	Register all our National Reconciliation Week events on Reconciliation Australia's <a href="#">National Reconciliation Week website</a> .	AAC agreed that IPAA should produce a statement on NRW 2023. IPAA staff to participate in external NRW 2024 events.	Roll over into next RAP
Promote positive race relations through anti-discrimination strategies.	Conduct a review of Human Resource policies and procedures to identify existing anti-discrimination provisions, and future needs.	RAPWG invited to discuss and give feedback on draft Anti-Discrimination Policy at 30 May meeting.	Commenced
	Develop, implement and communicate an anti-discrimination policy for our organisation.	In progress.	Commenced
	Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy.	RAPWG invited to discuss and give feedback on draft Anti-Discrimination Policy at 30 May meeting. IPAA to approach other individuals and organisations as recommended by RAPWG to support finalising policy.	Commenced
	Educate senior IPAA Victoria staff leaders on the effects of racism	Included in cultural competency training.	Complete

**Legend:**

Commenced

Commenced and Ongoing

Complete

Closed

To be commenced OR to be rolled over into next RAP

# IPAA Victoria Reconciliation Action Plan | 2021-2023

Action	Deliverable	How We Are Actioning	Status
<b>Respect</b>			
Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Conduct a review of cultural learning needs within our organisation.	Conducted a survey staff on cultural learning needs in 2023 and 2024.	Complete
	Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy.	TBC	Roll over into next RAP
	Develop, implement and communicate a cultural learning strategy for all staff.	Strategy to be based off the learning needs as identified by staff.	Commenced
	Conduct internal RAP impact surveys to assess employee awareness and understanding of RAP actions and targets.	Conducted staff survey April 2024 and shared results with RAPWG. Conduct another survey towards end 2024 to assess change.	Commenced
	Provide opportunities for RAP Working Group members, managers and other key leadership staff to participate in formal and structured cultural learning.	Held all staff workshop and cultural awareness training in first half of 2023. IPAA continues to share suitable news about key topics in Aboriginal affairs with staff, Board and AAC.	Commenced and ongoing
Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	IPAA staff delivered an internal cultural learning and resource sharing session in April 2024. IPAA staff to undertake cultural competency training (externally delivered) in 2024.	Complete
	Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country.	IPAA has circulated resources on protocols relating to Welcome to Country and Acknowledgement of Country to staff and refreshed its standard Acknowledgement to Country. As part of staff cultural learning, ask whether other resources relating to these protocols are needed.	Complete
	Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant IPAA Victoria events each year.	Relevant Traditional Owners will continue to be invited to give a Welcome to Country at major events	Commenced and ongoing
	Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.	All IPAA staff give Acknowledgement of Country at important and large meetings, and IPAA's Board and speakers are supported to give Acknowledgements of Country.	Commenced and ongoing
Build respect for Aboriginal and Torres Strait	IPAA Victoria to host a public NAIDOC Week event.	IPAA held NAIDOC Week event in 2022. In 2023, IPAA and AAC delivered a virtual video project to recognise the importance of NAIDOC Week. IPAA Victoria promoted NAIDOC Week activities to staff in 2024.	Completed

**Legend:**

Commenced	Commenced and Ongoing	Complete	Closed	To be commenced OR to be rolled over into next RAP
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# IPAA Victoria Reconciliation Action Plan | 2021-2023

Action	Deliverable	How We Are Actioning	Status
Islander cultures and histories by celebrating NAIDOC Week.	Review Human Resources policies and procedures to remove barriers to staff participating in NAIDOC Week.	IPAA shared resources and information about NAIDOC Week events to staff. RAPWG invited to give feedback to draft ceremonial and cultural leave policy.	Commenced
	Promote and encourage participation in external NAIDOC events to all staff.	IPAA shared resources and information about NAIDOC Week events to staff in 2022, 2023 and 2024.	Completed
	RAP Working Group to participate in an external NAIDOC Week event.	AAC members participated in NAIDOC Week activities and events in 2022 and 2023.	Completed
<b>Opportunities</b>			
Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	Could be an opportunity to work with VPSC.	Commence in 2024, include in next RAP
	Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development plan.	For future discussion at RAPWG meeting, mid-2024.	Commence in 2024, include in next RAP
	Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander people.	IPAA is collating websites where job vacancies could be advertised. RAPWG to assist in circulating opportunities as they arise.	Commenced
	Review Human Resource and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.	Review undertaken – IPAA management has drafted Anti-Discrimination Policy, and drafted wording for a ceremonial and cultural leave policy. RAPWG members invited to give feedback.	Complete
	Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce.	Use relevant job database, word of mouth and/or explore secondment opportunities.	Commence in 2024, include in next RAP
Increase Aboriginal and Torres Strait Islander supplier diversity to support improved	Develop and implement an Aboriginal and Torres Strait Islander procurement strategy.	RAPWG gave feedback on social procurement framework at 8 May meeting. Aboriginal Advisory Committee gave feedback on 16 May. Finalised mid-June 2024	Complete
	Investigate Supply Nation membership.	IPAA has met with Supply Nation several times and both organisations agreed ad-hoc partnership/collaboration opportunities would be more suitable.	Complete

**Legend:**

Commenced

Commenced and Ongoing

Complete

Closed

To be commenced OR to be rolled over into next RAP

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Action	Deliverable	How We Are Actioning	Status
economic and social outcomes.	Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.	IPAA has used First Nations suppliers for its events including flowers, centrepieces, catering. Continue this approach for future flagship events.	Commenced and ongoing
	Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.	RAPWG gave feedback on social procurement framework at 8 May meeting. Aboriginal Advisory Committee gave feedback on 16 May. Finalised mid-June 2024	Complete
	Develop 3 commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	IPAA commenced discussions with Kinaway on partnership opportunities in 2023. Future relationships could arise from using First Nations-owned suppliers for events and/or through development of new RAP (eg. graphic designer, printer)	Commenced
Encourage Aboriginal and Torres Strait Islander people to attend IPAA Victoria professional development programs and events.	Collect voluntary statistics on how many Aboriginal and Torres Strait Islander people attend IPAA Victoria professional development programs, to ensure programs are attractive and meeting professional development needs.	Discussed at RAPWG 30 May meeting. Potential to incorporate self-identifier in registration material for data collection purposes. Possibly include in next RAP	Commenced in 2024, include in next RAP
	Ensure that business units responsible for learning and development/Aboriginal Engagement teams in departments know about the IPAA Victoria professional development programs and access allocations accordingly.	For discussion at RAPWG 30 May meeting.	Commenced
	Increase to 3% Aboriginal and Torres Strait Islander participants in IPAA Victoria professional development programs (from 2% in 2018-2020).		Commence in 2024, include in next RAP
	Encourage IPAA Victoria members to nominate for Emerging Aboriginal Leader Scholarship. Aboriginal Scholarship recipients are offered one place in GTPE or four sponsored places to all professional development programs and events.	The winner of this scholarship is from DPC. IPAA is working with the winner to determine their professional learning needs and interests.	Complete
	Ensure that at least four Aboriginal and Torres Strait Islander people participate as mentors and mentees in the IPAA Victoria Peer Plus mentoring program.	N/A program no longer running	Closed
	Support delivery of an Aboriginal staff network conference	Working with VPSC and AAC to deliver a First Nations Gathering.	Complete

**Legend:**

Commenced

Commenced and Ongoing

Complete

Closed

To be commenced OR to be rolled over into next RAP

# IPAA Victoria Reconciliation Action Plan | 2021-2023

Action	Deliverable	How We Are Actioning	Status
<b>Governance</b>			
Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.	Oversee the development, endorsement and launch of the RAP	Launched RAP at our AGM and end of year event in November and December 2022. Will monitor implementation throughout 2024.	Complete
	Establish and apply a Terms of Reference for the RWG	RAPWG gave feedback on Terms of Reference on 8 May. Aboriginal Advisory Committee approved Terms of Reference on 16 May.	Complete
	Ensure there are Aboriginal and Torres Strait Islander peoples on the RWG	Three AAC members are part of RAPWG.	Complete
	Meet at least four times per year to monitor and report on RAP implementation	RAP updates provided to RAPWG, AAC and staff.	Commenced and ongoing
Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation.	Resource needs for some actions have been identified.	Commenced and ongoing
	Engage our senior leaders and other staff in the delivery of RAP commitments.	Senior leaders and staff included in RAPWG membership.	Complete
	Define and maintain appropriate systems to track, measure and report on RAP commitments.	Develop and update this implementation and monitoring plan.	Complete
	Appoint and maintain an internal RAP Champion from senior management.	All senior management members are part of the RAPWG.	Complete
Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	Completed 2022 and 2023 questionnaires.	Complete
	Report RAP progress to all staff, Aboriginal Advisory Committee and senior leaders quarterly.	Updates provided at AAC meetings.	Commenced and ongoing
	Publicly report our RAP achievements, challenges and learnings, annually.	To be included in IPAA's annual report.	Complete
	Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	IPAA has participated in this barometer and continues to do so, where invited.	Complete

**Legend:**

Commenced

Commenced and Ongoing

Complete

Closed

To be commenced OR to be rolled over into next RAP

# IPAA Victoria Reconciliation Action Plan | 2021-2023

Action	Deliverable	How We Are Actioning	Status
Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	To be commenced second half 2023.	To commence July 2024

<b>Legend:</b>	Commenced	Commenced and Ongoing	Complete	Closed	To be commenced OR to be rolled over into next RAP
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