



# Reflect// Reconciliation Action Plan

December 2021 - May 2023





## **OUR COMMITMENT**

### **TOWARDS A RECONCILED AUSTRALIA**

We would like to acknowledge and pay respect to the traditional custodians and Elders of this land, past present and emerging; recognising their long history and cultural connection, their strength, resilience and capacity. We acknowledge their special and unique place in our nation's historical, cultural and linguistical identity.

Artwork created by local Noongar Artist Troy Bennell for HIPPY Bunbury-Collie.

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# ABOUT THE ARTWORK

## NINNETTE COMITO

This is a story about different families coming together with acceptance of their different ways.

This story represents so many young people travelling through rough terrain looking for a place to call home. The little footprints represents the young people following and searching for the path to a place where they feel loved, accepted and respected.

Learning from our Elders the children have learnt how to survive but there are some that get lost on the way and are still needing guidance to survive as adults. The family symbol represents the family centre that accepts children of all ages and colour and making children feel safe at heart.

Investing in the Youth Inc. is about differing people coming together and nurturing the young people giving them a guiding hand on surviving as adults.





# CEO'S MESSAGE

## RECONCILIATION AUSTRALIA

Reconciliation Australia welcomes Investing in Our Youth to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

Investing in Our Youth joins a network of more than 1,100 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 Investing in Our Youth 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 Investing in Our Youth, welcome to the RAP program, and I look forward to following your reconciliation journey in the years to come.

Karen Mundine  
Chief Executive Officer





## CEO'S MESSAGE

# INVESTING IN OUR YOUTH

I am pleased to champion inaugural Reflect Reconciliation Action Plan (RAP). Our RAP demonstrates our strong commitment to reconciliation within our organisation, the communities we work in and our commitment to diversity.

This plan was developed by our wonderfully diverse group of staff in consultation with Reconciliation Australia, and with input from the board. It outlines practical ways in which Investing in our Youth will undertake its reconciliation journey, recognising the importance of reconciliation between Aboriginal and Torres Strait Islander and non- Indigenous peoples. We believe in respecting, acknowledging and valuing Aboriginal and Torres Strait Islander culture through promoting diversity and improving the way we do our business.

Our vision is to create a welcoming environment which is inclusive and provides opportunities for Aboriginal and Torres Strait Islander people, ensuring that Aboriginal and Torres Strait Islander peoples have the opportunity to positively contribute to all areas of our organisation.

Investing in our Youth looks forward to working in collaboration with Aboriginal and Torres Islander peoples to build respectful relationships, a shared understanding, learning and success.

*Ian Anstee*

Ian Anstee  
Chief Executive Officer





# OUR VISION FOR RECONCILIATION

*With respect, trust and equality, Investing In Our Youth will contribute to a reconciled Australia by raising awareness of Aboriginal and Torres Strait Islander peoples, histories and cultures.*

*We will celebrate Aboriginal and Torres Strait Islander people's achievements, their resilience, while developing meaningful opportunities and partnerships.*





# OUR ORGANISATION

Investing In Our Youth is a not for profit organisation with a mission to build resilient and empowered safe communities through support and partnerships, recognising that our clientele are experts in their own learning.

We offer services and programs for families with young children, youth programs and support services for education and care services throughout Western Australia.

Investing In Our Youth employs 22 permanent staff, 14 casual staff and 19 volunteers. Currently 2 staff identify as Aboriginal people.

Our office is located at 51-55 Forrest Ave, Bunbury, Western Australia

Additional locations:

Child and Parent Centre Collie Western Australia

Child and Parent Centre Carey Park Western Australia

Yallo a Community Hub located in Dalyellup Western Australia

South West Regional Youth Driver Education (RYDE) with locations in Bunbury, Busselton, Collie

# OUR RAP

Investing In Our Youth is developing a RAP to give structure to our commitment to reconciliation. This commitment is about showing respect, trust, and providing equity and equality while contributing to, and celebrating Aboriginal and Torres Strait Islander people's achievements and resilience through meaningful opportunities and partnerships.

The RAP will ensure we create opportunities, advocate for, and address areas of improvement for Aboriginal and Torres Strait Islander staff and stakeholders.

Investing In Our Youth is at the beginning of the RAP journey and our approach is a collaborative one.

To commence we have surveyed staff and board members, determining their level of understanding and confidence.

The survey has identified there is commitment from staff and the board members; however, it has also highlighted the very different levels of commitment from staff and board members is due to lack of confidence, knowledge of events, history and culture. This and the fact there has been no organisational direction has had an impact on the implementation of reconciliation within the organisation.



To implement the Reflect RAP we have a working party that meets monthly. The working party consists of the Coordinators of both the Child and Parent Centres, the HIPPY Coordinator, the Early Literacy Coordinator, the End 2 End Program Coordinator, the CEO and both Service Delivery Managers , Aboriginal seniors and/or Elders will be invited to share their stories so we can better understand the connection to land, the cultures and the histories and for us to be able to share a little bit more about Investing In Our Youth. It is a strong belief that working together to develop the RAP we will embrace the spirit of reconciliation.

Investing In Our Youth is committed to and intends to implement the deliverables over the next 12 months.

Our RAP Champion is our CEO Ian Anstee.



# OUR PARTNERSHIPS & CURRENT ACTIVITIES

## Community Partnerships include;

- South West Aboriginal Medical Service (SWAMS), this includes being a part of National Reconciliation Week and participating in activities and events that occur within SWAMS. Participating and supporting the facilitation of the SWAMS playgroup at Hudson Rd. Referring families if required. Support with Parenting programs and referrals if required.
- Djidi Djidi Primary School, this includes a working relationship with HIPPY, attending open days, speaking with families within the early childhood area of the school, the opportunity is available to utilise the library to deliver HIPPY to families. The ChildandParentCentreCareyParkofferprogramstothescchool.
- Working with Charmaine Bennell to provide language resources and workshops for staff and POD members who are involved with early education.
- Local artist Troy Bennell and seniors, this has included the artwork developed for HIPPY to reflect the diversity of all families and acknowledge the importance of Aboriginal people in the Bunbury and Collie region.
- Discussions with senior Aboriginal people for Paint the Town

READ to reflect Aboriginal people and cultures when developing the mascot for the program.

## Current activities include;

- Family Matters is a national campaign to ensure Aboriginal and Torres strait Islander children grow up safe and cared for surrounded by their own family, community and culture. Investing In Our youth has signed a statement of commitment in December 2018 to ensure we;
  - Apply a child focussed approach
  - That Aboriginal and Torres Strait Islander people and organisations participate in and have control over decisions that affect their children
  - Protect Aboriginal and Torres Strait Islander children's rights to live in culture
  - Pursue evidence-based responses
  - Support healing and strengthening families
  - Challenge systemic racism and inequities

## Internal activities/initiatives

- HIPPY is a 2 year Parenting Program for families, this program is an Aboriginal focussed program for children and families transitioning to school.

# RELATIONSHIPS

To ensure we develop meaningful relationships, reflect on your own relationships with family and friends and ask the following questions;

- What are the essential ingredients of a strong positive relationship?
- What kind of values and understandings underpin a good sustainable relationship?
- What makes you feel respected?
- What happens when you feel disrespected?
- What do you do to build trust in a relationship?



# RELATIONSHIPS

ACTIONS	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.</b>	<ul style="list-style-type: none"><li>• Invite identified stakeholders (new and existing) to be a part of the working party or to attend some meetings for clarification and development of best practice.</li><li>• Stakeholders include Aboriginal and Torres Strait Islander people and/or people from Aboriginal and Torres Strait Islander organisations that can inform Investing In Our Youth regarding the development of best practice.</li></ul>	December 2022	Service Delivery Manager
	<ul style="list-style-type: none"><li>• Identify Aboriginal and Torres Strait Islander stakeholders and other organisations within our local area or sphere of influence.</li><li>• Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.</li></ul>	January 2022 April 2022	CPC Coordinator Early Literacy Coordinator Service Delivery Manager



	<ul style="list-style-type: none"> <li>• Develop a list of Traditional Owners within our sphere of influence.</li> <li>• Organise meetings with identified stakeholders to strengthen relationships and to find out about beneficial relationships with our organisation.</li> <li>• Establish best practice and principles that supports partnerships with Aboriginal and Torres Strait Islander people and organisations</li> </ul>	<p>March 2022</p> <p>April / May 2022</p> <p>July 2022</p>	<p>Early Literacy Coordinator</p> <p>Service Delivery Manager (HR)</p> <p>Service Delivery Manager (HR)</p>
<b>2. Build relationships through celebrating National Reconciliation Week (NRW)</b>	<ul style="list-style-type: none"> <li>• Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff: email, resource packs and information on social media along with discussions at staff meetings.</li> <li>• RAP Working Group member to participate in an external NRW event.</li> </ul>	<p>March &amp; April 2022</p> <p>27 May - 3 June 2022</p>	<p>Marketing Manager</p> <p>CEO</p>

	<ul style="list-style-type: none"> <li>Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW</li> <li>Research external NRW events for the following year.</li> <li>Change email signatures to promote National Reconciliation Week</li> </ul>	27 May - 3 June 2022  January 2022  May 2022	CEO  CPC Coordinator  Marketing Manager
<b>3. Promote reconciliation through our sphere of influence</b>	<ul style="list-style-type: none"> <li>Communicate our commitment to reconciliation to all staff.</li> <li>Provide information about commitments to staff at induction.</li> <li>Upload our endorsed RAP to the website</li> <li>Identify external stakeholders that our organisation can engage with on our reconciliation journey.</li> <li>Develop and implement to engage and inform key stakeholders of their responsibility within our RAP.</li> <li>Highlight the RAP in our Annual Report.</li> <li>Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.</li> </ul>	February 2022  January 2022  December 2021  March 2022  April 2022  October 2022  September 2022	Marketing Manager  HR Manager  Marketing Manager  Marketing & Service Deliver Manager (HR)  HR Manager  CEO  CEO

	<ul style="list-style-type: none"> <li>• Support Reconciliation WA</li> <li>• Promote reconciliation on our website</li> <li>• Provide information about our RAP to new staff at induction.</li> <li>• Discuss what each program is doing at staff meetings, other programs may be able to participate (April Meeting)</li> </ul>	December 2021 January 2022 January 2022 April 2022	HR Manager Marketing Manager Service Delivery Manager (HR) RAPWG Chair
<b>4. Promote positive race relations through anti discrimination strategies.</b>	<ul style="list-style-type: none"> <li>• Research best practice and policies in areas of race relations and anti-discrimination.</li> <li>• Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. (Discrimination Bullying and Harassment Policy and the Discipline Policy is currently with the board)</li> <li>• Involve staff in the Beyond Blue Invisible Discriminator campaign? <a href="https://www.beyondblue.org.au/who-does-it-affect/the-invisible-discriminator">https://www.beyondblue.org.au/who-does-it-affect/the-invisible-discriminator</a></li> </ul>	July 2022 August 2022 December 2021	HR Manager HR Manager HR Manager



# RESPECT

Respect is a way of treating or thinking about something or someone.

If you respect someone or something, you admire them and treat them well.

People respect others who are impressive for any reason, such as being in authority like a grandparent. You show respect by being polite and kind.

**“Here in Australia we’re fortunate enough to have one of the richest and oldest continuing cultures in the world. This is something we should be proud of and celebrate.” Dr. Tom Calma AO, Reconciliation Australia Co-Chair.**

Thinking about the people and/or things you respect respond to the actions below.



# RESPECT

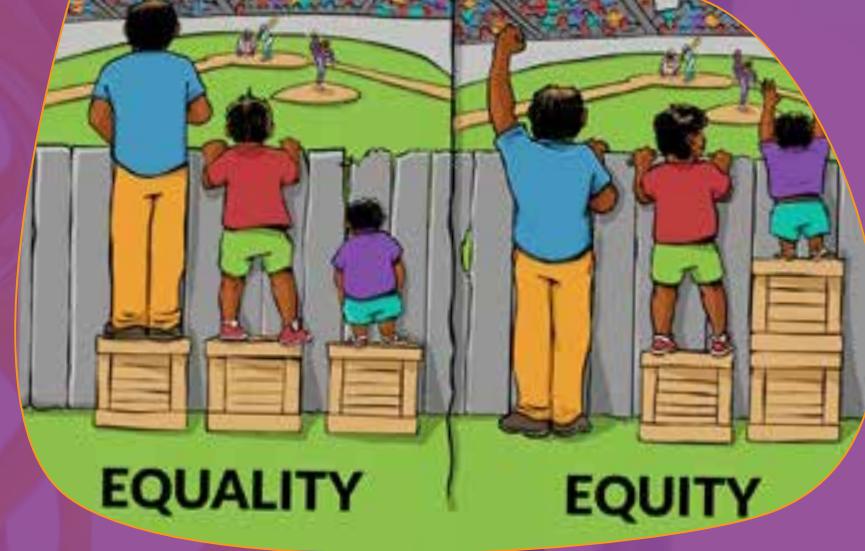
ACTIONS	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.</b>	<ul style="list-style-type: none"><li>Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights within our organisation.</li><li>Conduct a review of cultural learning needs within our organisation.</li><li>Encourage staff to work with local Traditional Owners to learn more about Aboriginal and Torres Strait Islander cultures, histories and achievements.</li><li>Provide cultural awareness training to all staff and have a course available for new staff at induction.</li><li>Provide ongoing information regarding history, cultural learning and knowledge e.g. the land we are working on, seasons, cultural protocols and cultural significance of each area.</li></ul>	<p>Novemebr 2022</p> <p>September 2022</p> <p>September 2022</p> <p>March 2022</p> <p>December 2022</p>	<p>Marketing Manager</p> <p>HR Manager</p> <p>CPC Coordinator</p> <p>CEO</p> <p>Marketing Manager</p>

<p><b>6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols</b></p>	<ul style="list-style-type: none"> <li>• Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.</li> <li>• Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.</li> <li>• Implement Welcome to Country and/or Acknowledgement of Country at all important meetings and significant events.</li> <li>• Research protocols with Aboriginal and Torres Strait Islander people to ensure all staff have the understanding and know the purpose of conducting a Welcome to Country or an Acknowledgement of Country. Include names and contact details of people who can conduct a Welcome to Country.</li> </ul>	December 2022     	CPC Coordinator     
<p><b>7. Build respect Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.</b></p>	<ul style="list-style-type: none"> <li>• Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.</li> <li>• Introduce our staff to NAIDOC Week by promoting external events in our local area.</li> <li>• RAP Working Group to participate in an external NAIDOC Week event.</li> <li>• Promote upcoming NAIDOC Week events to staff these events and information can be disseminated at staff meetings, through social media, our website and internal email.</li> </ul>	July 2022     	HIPPY Coordinator     

# OPPORTUNITIES

The image to the right best describes the main differences between equality and equity.

- Could trying to include all people equally actually be exclusive in any ways?
- Can addressing equality alone ever be inequitable?
- What are some ways equality and equity can positively work together?



These questions can help us to understand and value the experiences and rights we all share, as well as the experiences and rights of Aboriginal and Torres Strait Islander people.

Using this information to help shape your responses below what possibilities can we provide within Investing In Our Youth.



<p><b>8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.</b></p>	<ul style="list-style-type: none"> <li>• Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.</li> <li>• Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.</li> <li>• Investigate a professional mentoring network within Investing In Our Youth.</li> <li>• Investigate employment pathways for Aboriginal and Torres Strait Islander people.</li> <li>• Include on all job adverts “Aboriginal and Torres Strait Islander people are encouraged to apply”</li> <li>• Advertise jobs in Aboriginal and Torres Strait Islander media.</li> </ul>	<p>April 2023 September 2022 September 2022 September 2022 August 2022 July 2022</p>	<p>Marketing Manager HR Manager HR Manager HR Manager HR Manager HR Manager</p>
<p><b>9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.</b></p>	<ul style="list-style-type: none"> <li>• Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.</li> <li>• Investigate Supply Nation membership. <a href="https://supplynation.force.com/public/s/search-results">https://supplynation.force.com/public/s/search-results</a></li> </ul>	<p>June 2022 April 2022</p>	<p>Working Group Marketing Manager has the responsibility and work with RWG to achieve SDM (HR)</p>



## GOVERNANCE

It means having rules, structures and processes that are effective for our organisation, enabling us to “get things done”.

Governance is made up of different but equally important elements that all need to work together

- Our people – these can be community members, traditional owners’, staff and board members.
- Our processes – the rules, laws, roles and responsibilities, policy and procedure.
- Our strategies – these are our plans and goals, the milestones we achieve and the programs we provide.
- Our resources – this is the infrastructure, technology, funding.
- Our culture – this is the organisations mission and values, traditions, and behaviour.
- The wider environment – these are our outside influences such as networks, other community groups government and institutions.

Reflection on our organisational governance means, looking at what we currently do, how we do it, and generating ideas and solutions to improve positively. Considering this information what possibilities can we provide within Investing In

<p><b>10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.</b></p>	<ul style="list-style-type: none"> <li>Form a working group that operationally will support the implementation of this RAP. This group could comprise of coordinators/managers of each program, Board members, Aboriginal and Torres Strait Islander people from the community</li> <li>Draft Terms of Reference for the RWG.</li> <li>Establish Aboriginal and Torres Strait Islander representation on the RWG.</li> </ul>	December 2021   	SDM (HR)   
<p><b>11. Provide appropriate support for effective implementation of RAP commitments.</b></p>	<ul style="list-style-type: none"> <li>Define resource needed for RAP implementation.</li> <li>Engage senior leaders in the delivery of RAP commitments.</li> <li>Define appropriate systems and capability to track, measure and report on RAP commitments.</li> </ul>	December 2021   	SDM (HR)   SDM (HR)   SDM (HR)
<p><b>12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.</b></p>	<ul style="list-style-type: none"> <li>Complete ad submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.</li> <li>Highlight achievements, challenges and learnings in the annual report.</li> <li>Survey staff board members and volunteers to ensure as an organisation we are providing effective support to achieve the</li> </ul>	30 September 2022   October 2022   August 2022	SDM (HR)   SDM (HR)   SDM (HR)

	<p>implementation of the RAP. Provide an opportunity to discuss challenges and areas of improvement along with the ability to share highlights. Use survey monkey.</p> <ul style="list-style-type: none"> <li>Continue to measure the support for the RAP and report to the working group.</li> </ul>	September 2022	SDM (HR)
<b>13. Continue our reconciliation journey by developing our next RAP.</b>	<ul style="list-style-type: none"> <li>Register via Reconciliation Australia's website to begin developing our next RAP.</li> </ul>	January 2023	SDM (HR)





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