

# First Nations Guide



Terms of Reference – RAP Working Group



## Introduction

Endeavour Foundation and Community Solutions Group (CSG) is committed to increasing opportunities and improving outcomes for Aboriginal and Torres Strait Islander peoples, families and communities. We embrace the importance of reconciliation and the significant role we can play in it. Reconciliation is about strengthening relationships between First Nations peoples and non-indigenous peoples for the benefit of all Australians. Reconciliation is an ongoing journey that reminds us that while generations of Australians have fought hard for meaningful change, we must continue to work together to make significant steps towards reconciliation.

One of the most significant drivers of business engagement with Indigenous Australians' rights has been through Reconciliation Australia and their Reconciliation Action Plan (RAP) Program. The RAP Program enables organisations to sustainably and strategically take meaningful action to advance reconciliation through four types of RAP – Reflect, Innovate, Stretch and Elevate. Our Reconciliation Action Plan (RAP) is important, and our RAP Working Group established from across both Endeavour Foundation and CSG, plays a crucial role in guiding our efforts towards reconciliation.

### Purpose

The RAP Working Group provides a collaborative and consultative approach to accelerate change towards Reconciliation. This holistic approach:

- Sees our Reconciliation Action Plan informed and led by all levels of the organisation within both Endeavour Foundation and Community Solutions Group to make significant steps towards reconciliation.
- Facilitates the engagement, collaboration and consultation with our people on meaningful Reconciliation Action Plan consultation, development and implementation ensuring our policies, practices and procedures are informed and guided by the strong relationships formed with Aboriginal and Torres Strait Islander stakeholders.
- Embeds reverse mentoring partnerships for Executive and Senior Leaders to learn from Aboriginal and Torres Strait Islander employees and their experiences.
- Empowers our employees at all levels to inform and/or create innovative change in addressing inequalities and lead reconciliation strategies and initiatives.
- Provides career development opportunities for employees to learn, collaborate and connect with other team members from across organisations and contribute to the achievement of organisational goals, mission and purpose in relation to Reconciliation and First Nations inclusion.
- Provides a supportive environment for employees to connect and exchange experiences.
- Further embeds our values of One, Care, Imaginative and Passion through values led action.



- Delivers outcomes in supporting the acceleration of Reconciliation to achieve First Nations Engagement outcomes.

## Responsibilities

The RAP Working Group is a subcommittee of Endeavour Foundation's Executive Leadership Team and reports to that forum. Through this reporting the RAP Working Group provides guidance and recommendations to consult, develop and implement the organisation's Reconciliation Action Plan/s.

Key deliverables include:

1. Participate in consultation with employees and community to establish vision for reconciliation.
2. Scope and reflect how the organisation can contribute to reconciliation.
3. Advise and make recommendations about RAP priorities.
4. Build an understanding of who, how, why and when the organisation needs to seek guidance and consultation.
5. Develop a draft Innovate RAP that considers core business and strategic outcomes.
6. Establish and facilitate a consultative process for engaging employees and external stakeholders so that they can:
  - a. Contribute ideas for the RAP
  - b. Provide feedback on drafts
  - c. Volunteer to assist with implementation of RAP deliverables.
7. Oversee endorsement of the RAP.
8. Regularly review RAP progress and report progress internally.
9. Develop a new RAP when the current plan expires.
10. Reflect on key learnings in the development of a new RAP.

The RAP Working Group is partnered with an Executive Sponsor and Senior RAP Champions. These roles also act as the liaison and link to the business and offer advocacy and strategic guidance in the achievement of reconciliation goals.

The Executive Sponsor and Senior RAP Champions will be responsible for representing and advocating for the RAP Working Group at Executive Leadership Team meetings.

## Membership

- Executive Sponsor – A member of the Executive Leadership Team, CEO or direct report to the CEO.
- Chair - Head of Culture and Inclusion
- Senior RAP Champions – Nominated Senior or Operational Leaders accountable for raising the profile of reconciliation as an organisational priority internally and externally. Lead by example and progress RAP commitments at a regional level.
  - 1 Work Division
  - 2 Home & Community (1 x Learning & Lifestyle and 1 x Home)
  - 1 Community Solutions Group



- The core RAP Working Group membership includes employees who have expressed their interest to join the working group, whether their expertise includes lived experience or advocacy through active allyship.
  - 2 (minimum) Aboriginal and Torres Strait Islander employee representatives
  - 8 positions with representation from all key business areas
  - Membership is limited to 15 people and should be reflective of a diverse cross-section of both Endeavour Foundation's and Community Solution Group's workforce to include all levels of the organisation, diversity of roles, service types and locations.

At any time during the RAP development process, new members can be invited to be involved as appropriate and where relevant.

Formation of the RAP Working Group is to incorporate accessible participation, ensuring all perspectives of our workforce contribute, including employees support.

Leaders are strongly encouraged to empower their direct reports to join and address barriers for their participation:

- We recognise and acknowledge the unique contribution of Aboriginal and Torres Strait Islander employees who express interest in joining Our RAP Working Group. Recognition of personal contribution will be considered and discussed on an individual basis as part of the application process.
- Non-Indigenous RAP Working Group membership is to be absorbed as part of an employee's role, taking into consideration the contribution and impact to the achievement of the organisation's goals and purpose.
- If the formation of the RAP Working Group, does not result in Aboriginal and Torres Strait Islander representation, external membership and guidance will be sought.

## Meetings

The RAP Working Group will meet monthly for an hour and a half but may also meet on an ad-hoc basis as circumstances require e.g. in the lead up to culturally significant events.

Meeting attendance is conducted via Microsoft Teams or alternative accessible forms of communication and collaboration as informed by participant needs.

The meeting agendas and minutes for the forum will be provided by the Inclusion and Culture team in consultation with the Chair.

The minutes of each meeting are circulated to all participants no later than three business days following the meeting.



## Reporting

The RAP Working Group reports to the Executive Leadership Team as guided by the Head of Culture and Inclusion on all diversity, equity and inclusion related matters as required.

## Related Documents and References

Policy	
QD 5008	Diversity and Inclusion Policy

Supporting documents
Endeavour Foundation – Reconciliation Action Plan – Reflect March 2021 – March 2022

## Document Information

<b>Division</b>	People and Wellbeing
<b>Portfolio</b>	Culture and Inclusion
<b>Document EGM</b>	Alicia Coombs Marr, Acting Chief People Officer
<b>Document Owner</b>	Rachael Paludetto, Head of Culture and Inclusion
<b>Review period (in months)</b>	12
<b>Purpose (for new documents)</b>	To define the terms of reference guiding the conduct of the RAP Working Group
<b>Rationale/Summary of changes (for existing documents)</b>	n/a
<b>Action/s required</b>	To be adopted by the RAP Working Group moving forward
<b>Classification</b>	In-confidence

