

YWCA CANBERRA

# RECON- CILIATION ACTION PLAN

AUGUST 2014  
TO AUGUST 2016



YWCA CANBERRA



Reconciliation  
ACTION PLAN  
STRETCH RAR

## WOMEN'S GATHERING BY JULIANNE WILLIAMS

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*"The painting is about making a journey and coming together with the support of the other women in your tribe, community, work place or where ever it may be that you are at such a time. To help each other grow and learn and to become better people. And to be able to come out on the other end and do the same for others. You'll also see three moons and stars and this means that the gathering commenced over three days and nights."*

### **Biography:**

Julianne Williams is a local Ngunnawal woman born and raised in the area. She is a mother to a 10-year-old daughter, and runs a local business called the Ngunnawal Aboriginal Arts. For Julianne, painting is the thing that drives her the most. It is a gift that she was

given to share. Julianne started painting at a very young age, with her father, who is a Wiradjuri man. Her mother is from the Ngunnawal People, which meant she had the benefits of learning different things from both tribes. She learned her father's style of painting, her mother's native language (Ngunnawal) and the stories of her dreamtime "My Dreamtime".

At the age of eighteen, Julianne joined an Aboriginal Dance Troupe which gave her the privilege to travel around Australia, sharing more about her culture whilst teaching others. This was a great privilege for Julianne to share a part of her culture to help others have a better understanding. For Julianne, being enriched with culture is an amazing thing and has taught her to be the strong, independent woman she is today.





YWCA CANBERRA

# RECON- CILIATION ACTION PLAN



YWCA CANBERRA

## OUR BUSINESS

YWCA Canberra is a values-led, non-profit community based organisation working and advocating for social justice within a feminist framework.

## OUR VISION

Women achieving their potential.

## OUR PURPOSE

Through the leadership of women and girls, YWCA Canberra is building a better community for all.

## OUR VALUES

YWCA Canberra believes that everyone who is part of the community has the right to contribute to, and share equally in, the benefits of the community's social, cultural and economic development. The values which guide and inspire our work are:

- Equity and fairness – equality of opportunity, rights and access to social, cultural and economic wellbeing.
- Diversity – valuing diversity of people and communities and respecting differences in culture, race, religion, sexuality, abilities and lifestyles.
- Self-determination and empowerment – women have the information, skills and resources to participate in community life, exercise choices and control their lives.
- Women's leadership – especially the development of young women's leadership as a means to creating a better world in which reconciliation, justice, peace, health, human dignity, freedom and care for the environment prevail.
- Reconciliation with Indigenous Australians – acknowledging the ongoing custodianship by Indigenous Australians of lands and cultures, and working with Indigenous communities in partnership for the wellbeing of the whole community.
- Stewardship – of the resources of the YWCA, our community and our environment.

## OUR WORK

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YWCA Canberra has been providing community services and representing women's issues in the Canberra community since its establishment in 1929. We currently work with approximately 4,500 Canberrans through the delivery of 28 programs, across 20 physical locations, in the areas of children's services, community development, housing, youth services, personal and professional training, and women's leadership. YWCA Canberra has approximately 270 employees.

YWCA Canberra is a non-religious women's organisation that encourages the participation of women of all cultures, beliefs and ages. Strengthened by diversity, YWCA Canberra draws together members who are committed to

the value of every human being and who strive to create opportunities for growth, leadership and empowerment in order to attain a common vision: peace, justice, freedom and dignity for all people.

Through our members we aim to create a community of women who share common values of equality and social justice. Men are included in many of our programs and we have male staff and volunteers. Men are invited to become associate members of YWCA Canberra and their input is welcome and valued.

As part of an international movement, with a global outreach of 25 million women and girls, YWCA Canberra seeks to play its part in working for a world where reconciliation, justice, peace, health, human dignity, freedom and care for the environment are promoted and sustained through women's leadership.

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**“Through our members we aim to create a community of women who share common values of equality and social justice.”**

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## OUR VISION FOR RECONCILIATION

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Through progressing reconciliation and healing we will improve the wellbeing of all Aboriginal and Torres Strait Islander communities and the wider Australian community. Acknowledging the continuing custodianship of Aboriginal and Torres Strait Islander peoples of the land and culture, we embrace a grass roots approach involving the whole of the YWCA Canberra community – clients of our programs, external Aboriginal and Torres Strait Islander partners, staff, members and Board in our reconciliation journey.

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## OUR RAP

YWCA Canberra has been committed to reconciliation throughout its long history. For many years now we have worked to develop relationships with Aboriginal and Torres Strait Islander peoples and organisations, build respect and identify and pursue opportunities for reconciliation. Our first Reconciliation Action Plan (RAP), launched in 2009, provided us with a tool for identifying and articulating actions that the organisation could undertake to contribute to reconciliation. Our second RAP, launched in 2011, consolidated our achievements and learnings and helped embed reconciliation within the organisation.

YWCA Canberra's RAP is championed by our Executive Director, Frances Crimmins, our Senior Managers and the RAP Working Group. The RAP Working Group is comprised of staff members from all our program areas, Board Members, and includes both Aboriginal and Torres Strait Islander and non-Indigenous people.

The RAP Working Group members attend quarterly meetings to ensure that appropriate RAP priorities are identified and implemented, and act as a conduit for other YWCA Canberra employees to actively contribute to the RAP. In addition, the YWCA Canberra Board has been actively engaged in developing the RAP, and were instrumental in the drafting and approval of this important document.

We had many achievements and learnt a great deal during our 2011-2013 RAP. One notable

achievement was that staff from across the organisation had access to opportunities to engage with reconciliation, whether it was through increasing their knowledge and building their understanding of Aboriginal and Torres Strait Islander histories, cultures and contemporary issues, or by participating and contributing first hand to events and activities that foster reconciliation:

- Staff participated in cultural awareness training and RAP workshops.
- Staff participated in internal and external events during National Reconciliation Week, NAIDOC Week, Close the Gap and YWCA Week Without Violence.
- Articles relating to reconciliation featured in the monthly staff newsletter and in the YWCA's quarterly newsletter for members (Ynews).
- Staff were involved in the Recognise campaign, including promotion through social media, staff newsletter and Ynews, holding a public event to promote discussion on constitutional recognition during National Reconciliation Week 2011, attending the Expert Panel Consultation at ANU in 2011, providing a submission in response to the national conversation about Aboriginal and Torres Strait Islander constitutional recognition and playing a key role in the Recognise campaign event in Canberra during National Reconciliation Week 2013.
- Children's Services has incorporated dreamtime, story telling, arts and crafts into its curriculum.



We also had significant achievements around increasing our engagement with Aboriginal and Torres Strait Islander peoples, communities and organisations. For example:

- we delivered a number of projects in partnership with Aboriginal and Torres Strait Islander organisations including the Young Aboriginal and Torres Strait Islander Women's Leadership workshops
- four Aboriginal and/or Torres Strait Islander women participated in our Women Out Front Leadership series
- Aboriginal women received a Great Ydeas Grant in 2011, 2012 and 2013
- Great Ydeas recipients assisted with the Young Aboriginal and Torres Strait Islander Women's Leadership workshop

- a young Aboriginal woman was provided with a scholarship to attend the She Leads Diploma of Management in 2013
- the participation of Aboriginal and Torres Strait Islander women in STEPS (educating, supporting and empowering young pregnant and parenting women aged 13 to 25 years) increased by 47% between 2011-2012 and 2012-2013 due to new strategies to increase accessibility.

Our RAPs have been a vehicle for learning and a process for engaging with reconciliation in a meaningful way, on both a personal and organisational level. The YWCA Canberra RAP has been successfully embedded across the whole organisation and is now a standing item at all YWCA Canberra

Board, Senior Managers, Managers and portfolio meetings. This has ensured that reconciliation remains front and centre in our work plans and that staff from across the organisation remain engaged with reconciliation.

We believe it is important to acknowledge our achievements and progress, however we also know we have a long way to go and we are committed to reconciliation in the long term. This RAP will be active from NAIDOC Week 2014 to NAIDOC Week 2016, and will build on our achievements and lessons learned from our previous RAPs. As part of this new chapter of our RAP journey, YWCA Canberra has consulted broadly with both individuals and organisations to ensure our contribution to reconciliation represents the interests of our local community.

## RELATIONSHIP

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YWCA Canberra believes in building strong and respectful relationships with Aboriginal and Torres Strait Islander peoples, families and communities as a way to benefit all Australians. Reconciliation is one of our stated values and strategic directions and it is through moving our values into practice that real, meaningful and personal change can be created.

## OUR VISION FOR RECONCILIATION

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**To further support the development of strong relationships and partnership programs with Aboriginal and Torres Strait Islander workers, organisations and clients.**

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ACTION	RESPONSIBILITY	TIMELINE	TARGET
<p><b>RAP Committee continues to actively monitor RAP development, including implementation of actions, tracking progress and reporting.</b></p>	<p>Policy &amp; Project Officer</p>	<p>February 2014 May 2014 August 2014 November 2014 February 2015 May 2015 August 2015 November 2015 February 2016 May 2016</p>	<ul style="list-style-type: none"> <li>The Committee meets four times a year to monitor and report on RAP implementation.</li> </ul>
<p><b>Celebrate National Reconciliation Week.</b></p>	<p>Director of Corporate Relations &amp; Communications Communications and Advocacy Officers Marketing &amp; Communications Officer</p>	<p>Annually between 27 May and 3 June.</p>	<ul style="list-style-type: none"> <li>Three National Reconciliation Week activities planned each year and staff encouraged to participate.</li> <li>Activities held at Mura Lanyon Youth and Community Centre and childcare centres.</li> <li>National Reconciliation Week promoted on social media.</li> </ul>
<p><b>Increase the number of Aboriginal and Torres Strait Islander YWCA Canberra members.</b></p>	<p>Communications and Advocacy Officers</p>	<p>June 2014 December 2014 June 2015 December 2015</p>	<ul style="list-style-type: none"> <li>Updated membership strategy.</li> <li>Membership promoted via Aboriginal and Torres Strait Islander networks and media.</li> <li>Membership promoted via other programs, e.g. Young Aboriginal and Torres Strait Islander Women's Leadership Workshop and Great Ydeas.</li> <li>Aboriginal and Torres Strait Islander partners consulted on how to engage their community in ours.</li> </ul>
<p><b>Progress YWCA Canberra's relationship with the Recognise Campaign.</b></p>	<p>Director of Corporate Relations &amp; Communications Communications and Advocacy Officers</p>	<p>November 2014 November 2015</p>	<ul style="list-style-type: none"> <li>Develop and meet with contacts.</li> <li>Opportunities to collaborate identified and pursued, where relevant.</li> <li>Content shared via social media.</li> </ul>

ACTION	RESPONSIBILITY	TIMELINE	TARGET
<b>Develop relationships with Aboriginal and Torres Strait Islander media organisations.</b>	Director of Corporate Relations & Communications	May 2015 May 2016	<ul style="list-style-type: none"> <li>• Develop contacts, including National Indigenous Times, National Indigenous Television (NITV), and SBS's Message Stick.</li> <li>• Opportunities to collaborate identified and pursued, where relevant.</li> </ul>
<b>Aboriginal and Torres Strait Islander special guests, such as the Secretariat of National Aboriginal and Islander Child Care (SNAICC), speak at Children's Services portfolio meeting.</b>	Childcare Programs Manager	May 2015 May 2016	<ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander special guest to speak at one Children's Services portfolio meeting per year.</li> </ul>
<b>Develop relationships with Aboriginal and Torres Strait Islander service providers to increase staff's ability to support Aboriginal and Torres Strait Islander clients.</b>	Housing and Social Inclusion Manager	May 2015 May 2016	<ul style="list-style-type: none"> <li>• Develop and meet with contacts.</li> <li>• At least twice per year information is shared at staff meetings by either inviting service providers to attend or having staff present on their meetings with service providers.</li> </ul>
<b>Explore opportunities to network with local Aboriginal and Torres Strait Islander therapeutic services to increase possibilities of cross-referral or joint projects.</b>	Circles of Support Coordinator	May 2015 May 2016	<ul style="list-style-type: none"> <li>• Develop and meet with contacts.</li> <li>• Opportunities to collaborate identified and pursued, where relevant.</li> </ul>
<b>Engage with Aboriginal and Torres Strait Islander liaison officers to get students to events and programs at the Mura Lanyon Youth and Community Centre.</b>	Youth & Family Project Coordinator	May 2015 May 2016	<ul style="list-style-type: none"> <li>• Engage with the high school liaison officers at Calwell, Namadgi, Erindale College (Mindiyigari Centre) and Wanniasa schools at least once a year.</li> </ul>
<b>Strengthen relationships with Aboriginal and Torres Strait Islander specific youth agencies or organisations.</b>	Youth & Family Project Coordinator	May 2015 May 2016	<ul style="list-style-type: none"> <li>• Develop and meet contacts.</li> <li>• Invite contacts to visit the Mura Lanyon Youth and Community Centre.</li> <li>• Opportunities to collaborate identified and pursued, where relevant.</li> </ul>
<b>Develop Aboriginal and Torres Strait Islander resource information booklet to increase workers knowledge of available services and how to access the services.</b>	Youth & Family Project Coordinator	May 2015	<ul style="list-style-type: none"> <li>• Document completed and available for all staff.</li> </ul>

## RESPECT

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YWCA Canberra believes that respect is based on understanding, and that reconciliation requires a commitment to continually improve our understanding of Aboriginal and Torres Strait Islander cultures, histories and contemporary issues. Respectful relationships and good communication are the foundations required for effective program delivery and ensuring we meet the needs of our members, clients and colleagues.

## FOCUS AREA

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**Increasing our understanding of Aboriginal and Torres Strait Islander cultures, variations within those cultures and contemporary issues. This will include how Aboriginal and Torres Strait Islander cultures interact with the cultures and current issues of the wider Australian community.**

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ACTION	RESPONSIBILITY	TIMELINE	TARGET
<b>Celebrate NAIDOC Week.</b>	Director of Corporate Relations & Communications HR & Quality Support Manager Communications & Advocacy Officers Marketing & Communications Officer	July 2014 July 2015	<ul style="list-style-type: none"> <li>• Activities planned and staff encouraged to participate.</li> <li>• Activities held at Mura Lanyon Youth and Community Centre and in childcare centres.</li> <li>• Staff to participate in NAIDOC on the Peninsula.</li> <li>• 2014-2016: 50% of existing permanent and 95% of new staff complete Share our Pride <a href="http://shareourpride.reconciliation.org.au/">http://shareourpride.reconciliation.org.au/</a> through YWCA Canberra's future online induction process.</li> <li>• NAIDOC Week promoted on social media.</li> <li>• RAP launched in 2014.</li> </ul>
<b>Cultural awareness training and development for staff, Board and members.</b>	HR & Quality Support Manager Communication & Advocacy Officers Marketing & Communications Officer	May 2015 May 2016	<ul style="list-style-type: none"> <li>• All permanent staff undertake cultural awareness training within one year of starting at YWCA Canberra.</li> <li>• Communication &amp; Advocacy Officers present on RAP at all program areas, annually.</li> <li>• 2014-2016: 50% of existing permanent and 95% of new staff complete Share our Pride <a href="http://shareourpride.reconciliation.org.au/">http://shareourpride.reconciliation.org.au/</a> through YWCA Canberra's future online induction process.</li> <li>• Quarterly, the staff newsletter features articles/stories/quizzes designed to keep staff engaged with reconciliation.</li> <li>• Ynews features articles/stories/quizzes designed to keep members engaged with reconciliation.</li> <li>• Aboriginal and Torres Strait Islander history, issues and successes are shared through social media.</li> </ul>
<b>Review and update organisational induction material to include information about RAP and cultural awareness.</b>	HR & Quality Support Manager Communication & Advocacy Officers	November 2014	<ul style="list-style-type: none"> <li>• Updated induction booklet</li> </ul>
<b>Create a reconciliation section on the new Intranet.</b>	HR & Quality Support Manager Training Unit Manager Director of Corporate Relations & Communications Communications & Advocacy Officers	December 2015	<ul style="list-style-type: none"> <li>• Dedicated reconciliation section on the new Intranet.</li> </ul>

ACTION	RESPONSIBILITY	TIMELINE	TARGET
<b>Aboriginal and Torres Strait Islander cultures are visible and celebrated in our workplaces.</b>	Office Manager	May 2015 May 2016	<ul style="list-style-type: none"> <li>Aboriginal and Torres Strait Islander artworks are displayed in all offices along with a full acknowledgement of the artist and meaning of the artwork.</li> <li>All meeting rooms to be given names of cultural significance, in consultation with local Aboriginal and Torres Strait Islander peoples.</li> </ul>
<b>Ensure the youth centre continues to suit the needs of young Aboriginal and Torres Strait Islander people and increases visitor's knowledge of Aboriginal and Torres Strait Islander cultures.</b>	Youth & Family Project Coordinator	May 2015 May 2016	<ul style="list-style-type: none"> <li>Mura Lanyon Youth and Community Centre contains visual representation of Aboriginal and Torres Strait Islander culture e.g. books, posters and artwork.</li> </ul>
<b>Aboriginal and Torres Strait Islander cultural protocols.</b>	Communications & Advocacy Officers Marketing & Communications Officer	May 2015 May 2016	<ul style="list-style-type: none"> <li>Acknowledgement of Country at all Board, Senior Manager, Managers and portfolio meetings and at events.</li> <li>Organise Welcome to Country for significant YWCA Canberra events such as the AGM and annual She Leads Conference.</li> </ul>
<b>Include specific units/modules in qualifications to educate students on the needs of Aboriginal and Torres Strait Islanders and improve cultural awareness.</b>	Training Unit Manager	May 2015 May 2016	<ul style="list-style-type: none"> <li>Specific units/modules included in qualifications</li> <li>Certificate III and Diploma of Early Childhood Education and Care will include the following module: <i>HLTHR404D-Work effectively with Aboriginal and/or Torres Strait Islander people included in.</i></li> </ul>
<b>Professional development for the Therapeutic Services team in respect of working with Aboriginal and Torres Strait Islander clients.</b>	Circles of Support Program Coordinator	May 2015 May 2016	<ul style="list-style-type: none"> <li>In house professional development for the Therapeutic Services team with Steve Meyer, who has worked with Aboriginal and Torres Strait Islanders in NT around trauma.</li> <li>Staff to attend any relevant personal development through Family Law Pathways Network, Mental Health Professionals Network and/or Child, Youth and Family Services sector and Lorraine Peeters training on stolen generations and trauma called Marumali</li> </ul>

ACTION	RESPONSIBILITY	TIMELINE	TARGET
<p><b>Research the impact of cultural trauma on Aboriginal and Torres Strait Islanders and pathways to healing to be better equipped to undertake therapeutic work with Aboriginal and Torres Strait Islander children, young people and families.</b></p>	<p>Circles of Support Program Coordinator</p>	<p>Literature review December 2014 Presentation June 2015</p>	<ul style="list-style-type: none"> <li>Literature review of the work of Dr Judy Atkinson who wrote "Trauma Trails, Recreating Songlines: the Transgenerational Effects of Trauma in Indigenous Australians" and other key writers in this field.</li> <li>Develop a relationship with the Healing Foundation and with AIATSIS Link Up Program for further assistance.</li> <li>Present information learned about the impact of cultural trauma on Indigenous Australians at portfolio and Y Managers meetings.</li> </ul>
<p><b>Explore possibilities of adapting Circle of Security material to be culturally acceptable and relevant to run for Aboriginal and Torres Strait Islander clients, as a tool to assist parents in understanding and responding to the emotional needs of their children. In particular, explore the meaning of 'shame' for Aboriginal and Torres Strait Islanders and how this fits with the Circle of Security model.</b></p>	<p>Circles of Support Program Coordinator</p>	<p>November 2015</p>	<p>Approach the following individuals to discuss the subject matter:</p> <ul style="list-style-type: none"> <li>Dr Joanna Zubrzycki from ACU who has done work with Aboriginal and Torres Strait Islander people;</li> <li>Staff from Marymead's Mina Mura Indigenous Families Unit;</li> <li>Staff from Relationships Australia;</li> <li>Staff from Gugan Gulwan.</li> </ul>
<p><b>Promotion of the newly developed Aboriginal and Torres Strait Islander Library.</b></p>	<p>Childcare Programs Manager 2xProgram Support Officer</p>	<p>May 2015 May 2016</p>	<ul style="list-style-type: none"> <li>Ensure resources in the Aboriginal and Torres Strait Islander Library are accessed twice a month by educators and included in programming.</li> <li>Program Support Officers to ensure that the resources are rotated through programs to enable access for all children.</li> </ul>
<p><b>Artists visit playgroup to engage children, who attend Family Day Care, in Aboriginal and Torres Strait Islander culture.</b></p>	<p>Family Day Care Playgroup Leader</p>	<p>October 2014 October 2015</p>	<ul style="list-style-type: none"> <li>Invite an Aboriginal or Torres Strait Islander performer, such as Duncan Smith and the Wiradjuri Echoes, to the playgroup held during Children's Week.</li> </ul>



ACTION	RESPONSIBILITY	TIMELINE	TARGET
<b>Meaningful activities and experiences of Aboriginal and Torres Strait Islander culture provided regularly at Family Day Care playgroup</b>	Family Day Care Playgroup Leader	November 2014 May 2015 November 2015 May 2016	<ul style="list-style-type: none"> <li>Meaningful experiences of Aboriginal and Torres Strait Islander culture, such as music, art and stories, provided regularly at playgroup.</li> </ul>
<b>Annual excursion of children who attend Family Day Care to view Aboriginal and Torres Strait Islander art</b>	Family Day Care Playgroup Leader	May 2015 May 2016	<ul style="list-style-type: none"> <li>Children visit the Aboriginal &amp; Torres Strait Islander art galleries at the National Gallery of Australia, at least once per year.</li> </ul>
<b>Incorporate Aboriginal and Torres Strait Islander perspectives and practices into the Long Day Care (LDC) curriculum</b>	2x Long Day Care Program Directors	May 2015	<ul style="list-style-type: none"> <li>LDC Directors investigate and report, on developing Aboriginal and Torres Strait Islander pedagogy and incorporating Aboriginal and Torres Strait Islander perspectives and practices into the curriculum, at a Children's Services portfolio meeting and team meetings at Campbell and Conder.</li> <li>LDC Directors attend relevant personal development sessions and report back at a Children's Services portfolio meeting and team meetings at Campbell and Conder.</li> <li>LDC educators feel more confident in their ability to include Aboriginal and Torres Strait Islander perspectives and practices within the curriculum.</li> </ul>
<b>Incorporate Aboriginal and Torres Strait Islander perspectives and practices into the School Age Care (SAC) curriculum</b>	16x School Age Care Program Managers	May 2015	<ul style="list-style-type: none"> <li>SAC Managers investigate and report on embedding Aboriginal and Torres Strait Islander perspectives and practices into the SAC curriculum, at a Children's Services portfolio meeting and local SAC team meetings.</li> <li>SAC Managers attend an externally facilitated session on incorporating Aboriginal and Torres Strait Islander culture into the SAC curriculum and report back at a Children's Services portfolio meeting and local SAC team meetings.</li> <li>SAC educators feel more confident in their ability to include Aboriginal and Torres Strait Islander perspectives and practices within the curriculum.</li> </ul>

## OPPORTUNITIES

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YWCA Canberra believes that everyone who is part of the community has the right to contribute to, and share equally in, the benefits of the community's social, cultural and economic development. Our program delivery is more effective when members and staff are supported by a policy framework that embeds consultation with Aboriginal and Torres Strait Islander people and organisations as a matter of course.

## FOCUS AREA

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**YWCA Canberra will identify specific opportunities, in terms of governance, membership, employment, procurement and service delivery, to ensure Aboriginal and Torres Strait Islander women, especially young women, are supported to achieve their potential.**

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ACTION	RESPONSIBILITY	TIMELINE	TARGET
<b>Bandu catering is our preferred caterer and will be used for Board meetings, internal events and external events where there is no alcohol served.</b>	Executive Director	May 2015 May 2016	<ul style="list-style-type: none"> <li>At least \$3,000 per year spent on catering.</li> </ul>
<b>Develop an Aboriginal and Torres Strait Islander Library for Children's Services to be located in Central Office.</b>	Childcare Programs Manager 2xProgram Support Officer	May 2015 May 2016	<ul style="list-style-type: none"> <li>Aboriginal and Torres Strait Islander Library developed, containing resources which are relevant, correct, engaging and meaningful for children in Family Day Care, Long Day Care and School Age Care.</li> <li>\$500 of books, toys and other Aboriginal and Torres Strait Islander resources purchased annually.</li> </ul>
<b>One Aboriginal or Torres Strait Islander trainee or staff member is employed at YWCA Canberra.</b>	Executive Director	May 2015 May 2016	<ul style="list-style-type: none"> <li>One Aboriginal and Torres Strait Islander trainee or staff member is employed by YWCA Canberra at all times.</li> </ul>
<b>Retain or enhance ceremonial leave provisions in Enterprise Agreement.</b>	HR & Quality Support Manager Executive Director	June 2014	<ul style="list-style-type: none"> <li>Ceremonial leave clause contained in Enterprise Agreement.</li> </ul>
<b>HR Manager to attend Aboriginal and Torres Strait Islander Recruitment and Retention workshop.</b>	HR & Quality Support Manager	October 2014	<ul style="list-style-type: none"> <li>Develop a summary of the key elements of knowledge gained at the training and share summary at Managers meeting.</li> </ul>
<b>Review and update recruitment policy to include a focus on the recruitment and selection of Aboriginal and Torres Strait Islander peoples.</b>	HR & Quality Support Manager	May 2015	<ul style="list-style-type: none"> <li>Updated recruitment policy.</li> </ul>
<b>Develop and maintain links to external providers of cultural mentoring services especially on retention of Aboriginal and Torres Strait Islander staff.</b>	HR & Quality Support Manager Communication & Advocacy Officers	October 2015	<ul style="list-style-type: none"> <li>At least one provider identified and, at least, one annual face-to-face meeting to discuss opportunities for collaboration.</li> </ul>

ACTION	RESPONSIBILITY	TIMELINE	TARGET
<b>Review and update all policies to incorporate the needs of Aboriginal and Torres Strait Islander peoples wherever possible.</b>	HR & Quality Support Manager	October 2015	<ul style="list-style-type: none"> <li>• Policies and Procedures Manual to be reviewed and updated.</li> </ul>
<b>Inform external agencies and providers of traineeships at the YWCA Canberra for Aboriginal and Torres Strait Islanders.</b>	Training Unit Manager	October 2014 October 2015	<ul style="list-style-type: none"> <li>• Inform external agencies and providers of traineeships at YWCA Canberra for Aboriginal and Torres Strait Islanders including Habitat Personnel and Gudan Gulwan.</li> </ul>
<b>Advertise Y Children's Services qualifications to Aboriginal and Torres Strait Islander networks and partners.</b>	Training Unit Manager	November 2014 November 2015	<ul style="list-style-type: none"> <li>• Advertise Children's Services qualifications through the ACT Indigenous Network and partners, including Habitat Personnel and Gudan Gulwan.</li> </ul>
<b>Scholarships for She Leads Diploma of Management and conference.</b>	Women's Leadership Coordinator	December 2014 December 2015	<ul style="list-style-type: none"> <li>• Offer one scholarship for She Leads Diploma of Management annually.</li> <li>• Offer, at least, one scholarship for She Leads conference annually.</li> </ul>
<b>Apply for grants to provide leadership opportunities for Aboriginal and Torres Strait Islanders, particularly girls and young women, or Aboriginal and Torres Strait Islander resources for our organisation, particularly for our childcare centres.</b>	Communications & Advocacy Officers	November 2014 May 2015 November 2015 May 2016	<ul style="list-style-type: none"> <li>• Apply for at least four grants per year including ACT Aboriginal and Torres Strait Islander Grant; Indigenous Women's Grants; Aboriginal Benefits Foundation Grants; and ACT Multicultural Grants.</li> </ul>
<b>Deliver the Young Aboriginal and Torres Strait Islander Women's Leadership workshops in partnership with Aboriginal and Torres Strait Islander women and organisations including Mindyigari Indigenous Centre of Excellence at Erindale College.</b>	Youth Engagement Officer	December 2014 December 2015	<ul style="list-style-type: none"> <li>• Workshops are held at least once a year, subject to funding.</li> <li>• Planning, promotion and delivery occurs in partnership with Aboriginal and Torres Strait Islander women leaders and organisations.</li> </ul>

ACTION	RESPONSIBILITY	TIMELINE	TARGET
<p><b>Promote Great Ydeas to Aboriginal and Torres Strait Islander women.</b></p>	<p>Communications &amp; Advocacy Officers</p>	<p>June 2014 June 2015</p>	<ul style="list-style-type: none"> <li>• Work with Aboriginal and Torres Strait Islander organisations to identify young women that may want to apply.</li> <li>• Promote through the ACT Indigenous Network, Aboriginal and Torres Strait Islander media and other partners including Reconciliation Australia, You Me Unity, Gugan Gulwan and Erindale College.</li> <li>• Invite program participants from the Aboriginal and Torres Strait Islander Young Women's Leadership Project and Women Out Front series to apply.</li> </ul>
<p><b>Promote volunteer work at the Mura Lanyon Youth and Community Centre to local Aboriginal and Torres Strait Islanders to provide opportunities to participants within the local community.</b></p>	<p>Youth &amp; Family Project Coordinator</p>	<p>May 2015 May 2016</p>	<ul style="list-style-type: none"> <li>• Promote volunteer position in the Food Hub and Community Garden through the ACT Indigenous Network, partners and other relevant Aboriginal Torres Strait Islander organisations.</li> </ul>
<p><b>Dedicated Aboriginal and Torres Strait Islander accommodation and outreach component at the Housing and Social Inclusion unit.</b></p>	<p>Housing and Social Inclusion Manager</p>	<p>May 2015 May 2016</p>	<ul style="list-style-type: none"> <li>• One accommodated family at all times.</li> <li>• Four outreach clients annually.</li> </ul>

## TRACKING PROGRESS AND REPORTING

ACTION	RESPONSIBILITY	TIMELINE	TARGET
<b>RAP Committee monitors implementation of RAP.</b>	Policy & Project Officer	Quarterly following the RAP Working Committee meeting	<ul style="list-style-type: none"> <li>Quarterly progress report to be provided to the Y Managers and Board.</li> </ul>
<b>Develop spreadsheet and implement to track spending on Aboriginal and Torres Strait Islander businesses.</b>	Policy & Project Officer	May 2014 then updated monthly	<ul style="list-style-type: none"> <li>Spreadsheet created.</li> <li>Spreadsheet updated monthly.</li> <li>Amount reported on quarterly.</li> </ul>
<b>Report achievements, challenges and learnings to Reconciliation Australia for inclusion in the Annual Impact Measurement Report.</b>	Policy & Project Officer	September 2014 September 2015	<ul style="list-style-type: none"> <li>Complete the RAP Impact Measurement Questionnaire and submit to Reconciliation Australia.</li> </ul>
<b>Apply Results Based Accountability (RBA) framework to RAP.</b>	Evaluation and Monitoring Project Officer	May 2015	<ul style="list-style-type: none"> <li>RBA framework produced.</li> </ul>
<b>Conduct staff survey to evaluate outcomes of RAP activities.</b>	Evaluation and Monitoring Project Officer	May 2015 May 2016	<ul style="list-style-type: none"> <li>Staff survey run at the one and two-year anniversary and results reported to Board and staff.</li> </ul>
<b>Demographic survey questions for events, programs and services include Aboriginal and Torres Strait Islander heritage.</b>	Evaluation and Monitoring Project Officer	May 2015	<ul style="list-style-type: none"> <li>Ensure all existing surveys include the category Aboriginal and Torres Strait Islander.</li> <li>As new surveys are developed, they will automatically include the category Aboriginal and Torres Strait Islander.</li> </ul>
<b>As part of our continuous improvement process, program staff will be trained on how to use RBA data to monitor outcomes for Aboriginal and Torres Strait Islander participants and clients.</b>	Evaluation and Monitoring Project Officer	May 2016	<ul style="list-style-type: none"> <li>Training session on using RBA data for continuous improvement is run in every area of the organisation.</li> <li>Training includes a specific example of outcomes for Aboriginal and Torres Strait Islander participants or clients.</li> </ul>



## YWCA CANBERRA RAP CONTACT

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