



PaddleNSW Reconciliation Action Plan (RAP)

The RAP Terms of Reference was adopted by PNSW on ?????

What is a RAP?

A RAP is a strategic document that helps organisations to build respectful relationships with local Aboriginal and Torres Strait Islander communities and foster opportunities in diversity, Aboriginal and Torres Strait Islander recruitment and cultural learning.

While any organisation, community group or individual can take action towards reconciliation, Reconciliation Australia's Reconciliation Action Plan (RAP) framework is specifically designed for workplaces.

To develop a RAP your organisation must fulfil all the below requirements:

- be a workplace
- have employees
- have operations in Australia
- be completely autonomous with own governance structure (e.g. have a CEO, Board)
- have the authority to create and modify organisational policies and procedures
- have the authority to allocate funds for projects
- have the ability to form a RAP Working Group

The RAP Framework

The four RAP types are: **REFLECT – INNOVATE – STRECH and ELEVATE**

The four types allow organisations to continually develop their reconciliation commitments.

Reconciliation Australia's RAP framework provides organisations with a structured approach to advance reconciliation.

Each type of RAP is designed to suit an organisation at **different stages of their reconciliation journey** and organisations can repeat the same type of RAP if appropriate.

Paddle NSW will be starting with the **REFLECT RAP**

Reflect RAPs are for 12 months and are right if your organisation is new to reconciliation and unsure how to get started.

They set out steps to prepare your organisation for reconciliation initiatives in future RAPs.

Committing to a Reflect RAP means **scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders**, deciding on your **vision for reconciliation** and **exploring your sphere of influence**.

Purpose

The PNSW RAP will be developed in consultation with Reconciliation Australia, using their toolkit, templates and resources. The first essential 'minimum element' for developing and implementing a RAP was to establish a Working Group made up of Aboriginal and Torres Strait Islander and non-Aboriginal and Torres Strait Islander staff and/or stakeholders.

PNSW RAP Working Group

The PaddleNSW Reconciliation Action Plan Working Group is an internal group. Consultation with various external Aboriginal and Torres Strait Islander stakeholders will occur throughout the development and implementation of the RAP.

RAP Committee Membership

Nominations are open to any staff member who is interested in reconciliation and how it can be a positive force for changing the culture, work practices and core business of our organisation.

Committee Structure

The roles to be undertaken by the RAP Working Group include:

- oversight the implementation of the REFLECTIVE RAP within the context of Paddle NSW core business and in-line with the over-arching Strategic and Business Plans

- establish a collaborative/consultative process for engaging staff and members across the organisation so that they can provide ideas for the RAP actions
- regularly liaise with relevant business and program units and key stakeholders to review progress of RAP actions, consider RAP implementation issues and identify solutions
- report on RAP progress to Reconciliation Australia annually
- provide reports on progress of the RAP to the CEO and to the Board
- report RAP progress to relevant Aboriginal and Torres Strait Islander stakeholders, and
- reflect on key learnings in the development of any new RAPs.

Election

As required, members are to be renewed or filled. The RAP Working Group will call for nominations and if required an election will be held to select the new members of the working party.

Meetings

RAP Working Group meetings will be held at least bi-monthly with members linking in by Zoom and at times more regularly when creating the new RAP.

- There will be a rotating chair and minute taker for meetings. Members can volunteer to chair upcoming meetings.
- A quorum for meetings will be the majority of the members.
- All RAP Working Group meetings will be minuted with a copy sent to Paddle NSW CEO
- Working party meeting dates will be determined by the working group at the first meeting

Reporting

The RAP Working Group will report directly to the CEO on the progress of the RAP implementation.

The RAP Working Group is responsible for liaising with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

Training

Training is a vital component of cultural awareness when working with Aboriginal and Torres Strait Islander staff, carers, clients, external stakeholders, and volunteers.

(Therefore, we could undertake cultural awareness training on an annual basis. There are many providers of cultural awareness programs and these could be offered to all members through a club forum)

Review

The Terms of Reference will be reviewed bi-annually, at the first meeting of the calendar year, or as required.