



Karinyahouse  
for mothers & babies

# Reflect Reconciliation Action Plan

July 2022 – June 2023





## Karinya

*An aboriginal  
word meaning  
'peaceful home'*

Karinya House recognises the rights of Aboriginal and Torres Strait Islander peoples to own and control their cultures and pay our respect to these rights. Karinya House acknowledges, respects and seeks to learn from the diversity of Indigenous cultures, Indigenous world views, lifestyles and customary laws.

We extend our respect to Aboriginal and Torres Strait Islander peoples who for thousands of years have preserved the cultures and practices of their communities on country.

This land was never surrendered, and we acknowledge that it always was and will continue to always be Aboriginal land.

### Contact

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## Executive message

*The journey has been one of respectful learning and is one that is valued and will be built upon by us into the future.*

*The presentation of the first Karinya House Reconciliation Action Plan is a significant step for our Association and we are proud to be part of the reconciliation journey in Australia.*

In presenting the Karinya House Reconciliation Action Plan, Karinya House acknowledges, respects and seeks to learn from the diversity of all Aboriginal and Torres Strait Islander peoples, their cultures, perspectives, lifestyles and customary laws. We extend our respect to all Aboriginal and Torres Strait Islander peoples who for thousands of years have preserved the cultures and practices of their communities on this country we call Australia.

We seek to recognise, champion, and celebrate the rights of Aboriginal and Torres Strait Islander peoples to own and control their cultures and we pay our respect to these rights towards self-determination. We acknowledge and pay our respects to the Traditional Owners on the land that Karinya House operates, the Ngunnawal people.

On behalf of Karinya House, we extend our gratitude to Reconciliation Australia and Nations Connect Pty Ltd for their guidance and wisdom in developing the Karinya House Reflect Reconciliation Action Plan. The journey has been one of respectful learning and is one that is valued and will be built upon by us into the future.

We especially thank Nations Connect Pty Ltd who shared with us the Wiradjuri phrase, "Yindyamarra". Nations Connect explains thus: *"We provide our services by the Yindyamarra way, Wiradjuri word meaning – to do something slowly, to respect, to be gentle, to be polite and to honour. We strive to carry out all services in this manner."*

The word, "Yindyamarra", echoed deep within the Karinya House team, as the word and meaning reflects the way in which Karinya House seeks to be as an organisation and the way we practice. As we walk in partnership with pregnant and parenting women, we seek to do things slowly, at her pace, to respect her history and hopes for the future, to provide gentle guidance and reassurance, to recognise her strength, to walk alongside her, and with each other and all we encounter. This is done together so we can be a village of support for women and children. Where all women who walk with Karinya House can be strong together to face the inequities of the world in which we live in.

***It is with respect we also acknowledge the language of the Ngunnawal people, whose land we are on, and we will seek to learn and understand words and language of the Ngunnawal people.***

It is an honour for us to so identify with a word from the neighbouring Wiradjuri, the word "Yindyamarra", from the start of our reconciliation journey and to take the spirit of this word with us through each step along our way. It is with respect we also acknowledge the language of the Ngunnawal people, whose land we are on, and we will seek to learn and understand words and language of the Ngunnawal people. We look forward to listening, learning, sharing knowledges and growing as our journey progresses.

As we continue our reconciliation journey, we reflect on and take with us, these comments on what it is to be/do 'Yindyamarra', taken from Tara Jane Winch's book *The Yield*:

*"I think I've come to realise that with some things, you cannot receive them unless you give them too. Unless you've even got the opportunity to give and receive. Only equals can share respect, otherwise it's a game of masters and slaves — someone always has the upper hand when they are demanding respect. But Yindyamarra is another thing too, it's a way of life — a life of kindness, gentleness and respect at once."*

With respect and with gratitude.

**Sarah Kelly**

Committee President  
Karinya House

**Belinda Munn**

Chief Executive Officer — Interim  
Karinya House





## Message from Reconciliation Australia

*Reconciliation Australia welcomes Karinya House for Mother's and Babies to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.*

Karinya House for Mother's and Babies joins a network of more than 2,200 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 Karinya House for Mother's and Babies 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 Karinya House for Mother's and Babies, welcome to the RAP program, and I look forward to following your reconciliation journey in the years to come.

**Karen Mundine**

Chief Executive Officer  
Reconciliation Australia



## The story of our RAP art



Kathryn Williams

### The artist

The Artwork for Karinya House's inaugural Reconciliation Action Plan has been produced by artist Kathryn Williams. Kathryn is a proud Kamilaroi woman who is a culturally connected Aboriginal worker and describes herself as having "a life-time experience as a ground roots Aboriginal woman.... I am solid in my identity, my bloodlines and connection to community and country." Kathryn's knowledge and understanding of issues affecting Aboriginal peoples and communities is extensive. Kathryn has over 35 years of experience working with Aboriginal and Torres Strait Islander families and communities. Her personal and working career has taken Kathryn into local, rural, and remote Aboriginal communities throughout Australia. In recent years, Kathryn has worked predominately in New South Wales, Victoria and the ACT.

Kathryn is currently working as a Senior Caseworker with Karinya House, bringing her experience as we walk alongside women who identify as Aboriginal and/or Torres Strait Islander people, during significant times in their lives.



### The artwork

The artwork in Kamilaroi language is called "*Ganma-li, maruma-li, warra-li bamba*" which translates to say — To hold, to heal, to stand strong.

The story of the artwork in Kamilaroi language says "*Wuu-rri baabi-li ngambaa gaayli gunthi. Gamma-li mara maruma-li. Gamma-li, maruma-li, warra-li bamba*" which translates to — To give shelter to mother and child in my house. Hold my hand and heal. To hold, to heal, to stand strong.

The symbols within the artwork are a reflection of Karinya House as an organisation and their values. The women holding hands symbolises the homeless expectant women working in unity with Karinya workers. The platypus, echidna and their babies symbolise mothers love and protection for their children. The lines are travelling pathways moving through meeting places. The bogong moths are not only local but can be found throughout NSW like many women searching for shelter and support.



**Karinya House's  
Vision for  
Reconciliation**

*Our vision for reconciliation is to be an organisation that acknowledges and accepts all Australian Aboriginal and Torres Strait Islander histories, cultures and peoples. We see a future where the wisdom, learning and knowledges of Aboriginal and Torres Strait Islander peoples are welcomed and called forward to fully enlighten the Australian nation in care for the land upon which we live and work and for the enrichment of the lives of all cultures and peoples who call Australia home, now and into the future.*

## Our business

*Every woman who is pregnant or parenting should be surrounded with the support she needs. However, not every woman has safety, shelter, or a positive support network.*

Karinya House walks with women in Canberra and the surrounding regions providing safety, shelter and a positive support network. Karinya House is a local, not for profit organisation. The Karinya House funding framework is a true collective of individuals, families, community groups, corporates, philanthropic and government funding partners. This cooperative approach to funding is a tangible expression of positive recognition of women in our community, who are pregnant or parenting.

The Karinya House Practice Framework brings together our values, research and theory, with our practitioner wisdoms and the lived experience of the women that we serve. Our Practice Framework has been shaped by almost 25 years of engagement with stakeholders and dialogue with women and their communities.

Karinya House recognises and acknowledges the unique lived experiences of women as they navigate building a future for themselves. Our practice framework is focused on developing a sense of hope and belonging, to effect lasting positive change in the lives of the women in contact with Karinya House. By providing a framework of care that encompasses the whole person, practitioners walk alongside women as they develop their capacity to represent themselves and to make informed choices about their own lives.

**Care plans are aimed at promoting self-direction, empowerment and competence which facilitate women moving forward on their own.**

The Karinya House Practice Framework is founded within the principals of trauma informed care and practice. Individual casework management and flexibility in service provision are paramount at Karinya House. An individualised care plan is developed with each woman, in response to their presented needs. Care plans are aimed at promoting self-direction, empowerment and competence which facilitate women moving forward on their own. Karinya House recognises that safety along with time and space for dialogue are powerful tools for reflection and action. Dialogue based in mutual trust and respect can guide and empower people in the positive transformation of their world. Through the supported development of positive peer relationships women are provided an opportunity to increase their social support and social opportunities as well as developing new life skills. Women develop a greater sense of belonging and a stable platform from which to grow.

The Karinya House care team journey with approximately 200 women each year. On average around 15% of women supported through Karinya House identify as Aboriginal and/or Torres Strait Islander people.

At the core of Karinya House are our staff and volunteers. We value the compassion and care they exhibit and the professional skills and experience they share. Karinya House is governed by a voluntary Committee, with the work of the service being carried out by the 26 part time staff members and small group of dedicated volunteers. Of our employees, one staff member identifies as an Aboriginal person. Karinya House is located in the Canberra Region only, on Ngunnawal lands. Our employees and volunteers live and work across Ngunnawal, Wiradjuri and Gundungurra lands.



## Our RAP

*Karinya House seeks to be a place of home, a place of safety, a place of peace for all women and all who partner in the delivery of our services in any way.*

We began our reconciliation journey formally in 2015 with a Reconciliation Statement. Our intent since this time has been to develop a Reconciliation Action Plan (RAP) to direct and inform our learnings and approach to actively recognise and support the wisdoms and strengths of Aboriginal and Torres Strait Islander peoples within the structure of our organisation and practice framework.

*We seek to learn and grow from our relationships with Aboriginal and Torres Strait Islander peoples to ensure Karinya House is an organisation that's an agent of change...*

We seek to learn and grow from our relationships with Aboriginal and Torres Strait Islander peoples to ensure Karinya House is an organisation that's an agent of change, and agent for reconciliation. In doing so, we expect all Karinya House team members to embrace and participate in this journey of learning and growth. The implementation of our RAP is led by the Karinya House Chief Executive Officer and the Executive Staff Leadership Team, who together hold the position of being the RAP Champion. Through their leadership and collaboration, we hope this showcases Karinya's passion for reconciliation. They will drive internal efforts that contribute towards bringing awareness and implementation of the RAP.

We endeavour to have both an outward appearance as well as an internal practice of welcome that speaks directly to all Aboriginal and Torres Strait Islander peoples. Throughout the years prior to the formalisation of our first RAP, we have promoted the opportunity for employees to undertake cultural awareness training through the ACT Council of Social Services (ACTCOSS). In place at Karinya House, in all residences and the main administration/ casework building, we have been gifted artwork to reflect the histories of all Aboriginal and Torres Strait peoples and to symbolise our place as a place of welcome and respect. Throughout the year we celebrate and participate in all marked dates that are significant to Aboriginal and Torres Strait Islander peoples and promote opportunities for learning and knowledge seeking.

Through this RAP our hope is to further increase opportunities for learning and knowledge of the cultures and communities of Aboriginal and Torres Strait Islander peoples. We aim to ensure Karinya House deepens its practice in meaningful and tangible ways that enhances Karinya House as a place of respect, welcome and acknowledgement.



## Our RAP Working Party



Members of the Karinya House RAP Working Party with Jacob Keed of Nations Connect Pty Ltd.  
L-R: Jo Sacassan, Ellen Field, Alexandra Ball, Jacob Keed, Kathryn Williams and Belinda Munn.  
Absent members: Catherine O'Halloran and Sarah Kirkpatrick.



## Our partnerships and current activities

### Community partnerships

1. In partnership with ACTCOSS, Cultural Awareness Training is mandatory for all staff at Karinya House to undergo.
2. Engaged and procured a local Aboriginal owned business named "Nations Connect Pty Ltd" to collaborate and design Karinya House for Mothers and Babies Reconciliation Action Plan.
3. Through a grant from the Calleo Indigenous Fund, we have employed a senior caseworker in an identified position.
4. Existing service partnerships (informal) with a number of Aboriginal and Torres Strait Islander community services who also support women and families, and with whom we have cross-referral relationships.
5. Commitment to the recommendations of the "Our Booris, Our Way" recommendations.

### Internal activities/initiatives

1. Initiated the inclusion of Acknowledgement of Country across all main meeting agendas, internal and external.
2. Inclusion of Acknowledgement of Country as part of all presentations to internal and external gatherings.
3. Incorporated the Wiradjuri way of life named "Yindyamarra" as a word which reflects Karinya House's values, after recognising the synergy with our existing practice framework.
4. Recognition of the "Yindyamarra" way in our RAP development journey which assisted organic conversations between all staff at Karinya House to develop actions that genuinely contribute towards incorporation of Aboriginal and Torres Strait Islander culture, community and Aboriginal owned business.

### Personnel Key:

- CEO:** Chief Executive Officer  
**EO:** Executive Officer  
**SD:** Services Director  
**FBM:** Finance and Business Manager  
**FAO:** Finance and Administrative Officer  
**SHP:** Senior Health Professional.  
**SCA:** Senior Caseworker — Aboriginal **RELATIONSHIPS**

## RELATIONSHIPS



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>1.</b> <b>Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.</b>	<b>Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.</b>		
	v. Identify and engage Ngunnawal Elders and community to bring awareness of Karinya House's services to the Ngunnawal community.	October 2022	Lead: EO Support: SCA
	vi. Engage the ACT Aboriginal and Torres Strait Islander Elected Body (ATSIEB) to seek opportunities to collaborate.	October 2022	Lead: EO Support: SCA
	vii. Investigate developing a Memorandum Of Understanding (MOU) with local Aboriginal and Torres Strait Islander organisations that assist women and children (E.g.: Winnunga Nimmityjah Aboriginal Health & Community Services and Gugan Gulwan Youth Aboriginal Corporation).	October 2022	Lead: SCA Support: SD
	viii. Identify the local Aboriginal and Torres Strait Islander and non-Indigenous groups/ organisations that assist single parents, families, women and children.	October 2022	Lead: SCA
	ix. Identify local networks that Aboriginal and Torres Strait Islander peoples access for information assisting families, women and children.	October 2022	Lead: SCA
	x. Investigate into partnerships with Koori Playgroups and Strong Women's groups at the Child & Family Centres in Canberra..	October 2022	Lead: SCA
	xi. Identify and engage Aboriginal and Torres Strait Islander youth and school groups.	October 2022	Lead: SCA
	xii. Investigate opportunities to collaborate with local Ngunnawal, Aboriginal and Torres Strait Islander groups/organisations to deliver needed services Karinya House provides.	October 2022	Lead: SCA
	<b>Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.</b>		
	i. Identify local and national standards/targets for Aboriginal and Torres Strait Islander women and children.	September 2022	Lead: SD Support: SCA
	ii. Identify opportunities to contribute towards the ACT Aboriginal and Torres Strait Islander Agreement.	December 2022	Lead: EO Support: SD Support: SCA



## RELATIONSHIPS



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>2.</b> <b>Build relationships through celebrating National Reconciliation Week (NRW).</b>	<b>Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.</b>		
	iii. Develop communique for internal staff, clients spreading awareness of NRW's activities and events.	May 2023	Lead: FBM
	<b>Karinya House Staff &amp; Committee representatives participate and collaborate in an external NRW event.</b>		
	i. Executive Staff Leadership Team to facilitate staff attendance at an NRW event.	27 May–3 June 2023	Lead: EO Support: SD
	ii. Collaborate with other local organisations participating in NRW events.	27 May–3 June 2023	Lead: EO Support: SD
	iii. RAP working group members to attend a minimum of one external NRW event.	27 May–3 June 2023	Lead: EO Support: SD
	<b>Host a NRW even for women to recognise and celebrate NRW.</b>		
<b>3.</b> <b>Promote reconciliation through our sphere of influence.</b>	i. Karinya House Group Co-ordinator to liaise with relevant local Aboriginal and Torres Strait Islander organisations to arrange an appropriate workshop as part of the Group Program.	27 May–3 June 2023	Lead: Caseworker — Groups Coordinator
	<b>Communicate our commitment to reconciliation to all staff.</b>		
	i. RAP working group (ESLT) to oversee the launch of the "Karinya House for Mothers and Babies RAP".	September 2022	Lead: EO Support: FBM
	ii. Update Intranet with link to RAP and RAP Implementation Report.	September 2022 forward	Lead: FBM Support: EO
	iii. Incorporate Karinya House RAP information into staff induction package.	September 2022 forward	Lead: EO Support: FAO
	<b>Explore ways to demonstrate our commitment to reconciliation through Aboriginal and Torres Strait Islander artwork.</b>		
	i. Explore incorporating Ngunnawal, Aboriginal and Torres Strait Islander artwork into the workplace.	September 2022 forward	Lead: EO Support: FBM
	ii. Explore incorporating Aboriginal and/or Torres Strait Islander artwork into uniforms.	September 2022 forward	Lead: FBM
	iii. Incorporate RAP artwork into the workplace where feasible.	September 2022 forward	Lead: EO Support: FBM



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
	<b>Identify external stakeholders that our organisation can engage with on our reconciliation journey.</b>		
	i. Explore opportunities to have members of the Ngunnawal, Aboriginal and/or Torres Strait Islander to participate in RAP actions/journey.	March 2023	Lead: EO Support: SCA
	ii. Identify Government funded services and bodies that assist Aboriginal and Torres Strait Islander families, women and children.	March 2023	Lead: EO Support: SD
	<b>Identify other like-minded organisations that we could approach to collaborate with on our reconciliation journey.</b>		
	i. Engage with local organisations that possess a RAP.	March 2023	Lead: EO Support: SCA
	ii. Explore into collaboration on actions within each organisations RAP.	March 2023	Lead: EO Support: SCA
<b>4.</b> <b>Promote positive race relations through anti-discrimination strategies.</b>	<b>Research best practice and policies in areas of race relations and anti-discrimination.</b>		
	i. Investigate required training to build organisation capacity of understanding best practice and policy of race relations and anti-discrimination.	September 2022	Lead: EO
	<b>Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.</b>		
	i. Assess current HR policies and practice against equity and diversity best practice.	November 2022	Lead: EO
	<b>Conduct a review of Casework policies and procedures to identify existing anti-discrimination provisions and future needs.</b>		
	i. Assess current casework policies and practice against equity, diversity and anti-discrimination best practice.	November 2022	Lead: SD Support: EO
	ii. Strengthen our organisation's programs and materials to be inclusive and considerate of Aboriginal and Torres Strait Islander peoples and cultures.	November 2022	Lead: SD Support: EO





L-R: Artist, Kathryn Williams and Karinya House CEO — Interim, Belinda Munn with Kathryn's artwork titled "*Ganma-li, maruma-li, warra-li bamba*".



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>5.</b> Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning	<b>Seek ways to increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.</b>		
	i. Explore opportunities to attend local Ngunnawal cultural tours.	December 2022	Lead: SD
	ii. Explore options for learning local Ngunnawal language.	December 2022	Lead: SCA
	iii. Embed staff attendance at "Cultural Awareness Training" as part of the Karinya House Performance and Development Framework..	December 2022	Lead: EO Support: FAO
	<b>Conduct a review of cultural learning needs within our organisation.</b>		
	i. Conduct surveys for staff identifying gaps of cultural competency within organisation, as part of broader workforce planning.	February 2023	Lead: EO
	ii. Engage Aboriginal and Torres Strait Islander organisations or businesses to review organisation and identify cultural learning needs.	March 2023	Lead: EO
	<b>Develop cultural awareness and understanding of Aboriginal and Torres Strait Islander women's and children's business.</b>		
	i. Learn and understand Aboriginal and Torres Strait Islander women's and mothers' cultural protocols.	March 2023	Lead: SHP Support: SCA
	ii. Investigate into learning cultural birthing.	March 2023	Lead: SHP Support: SCA
	iii. Investigate accessing sites other than Karinya House for Aboriginal and Torres Strait Islander clients to visit with family members while ensuring safety for all women and children.	March 2023	Lead: SCA Support: SD
	iv. Investigate into showcasing Aboriginal and Torres Strait Islander artefacts that reflect women and children in the workplace.	December 2022	Lead: SCA Support: SD
	v. Develop programs for cultural empowerment in consultation with Aboriginal and Torres Strait Islander women in the ACT.	December 2022	Lead: SCA Support: SD





ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>6.</b> <b>Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols and language.</b>	<b>Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.</b>		
	i. Explore collaborating with Ngunnawal community and/or groups to raise awareness of ACT's Traditional Owners/Custodians lands and waters.	March 2023	Lead: EO Support: SCA
	ii. Develop a resource of stories of Ngunnawal culture and land through internal communication channels.	October 2022 ongoing	Lead: SCA Support: EO
	iii. Explore incorporating Aboriginal language into the workplace.	March 2023	Lead: SCA Support: SD
	iv. Install Aboriginal map of Australia in front entrance of Karinya House.	September 2022	Lead: EO
	<b>Increase staff understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.</b>		
	i. Distribute and promote the ATSIEB's Aboriginal and Torres Strait Islander Engagement Protocols that include guidelines relating to Welcome to Country and Acknowledgement of Country.	October 2022	Lead: EO
	ii. Incorporate "Acknowledgement of Country" into internal corporate documents.	September 2022	Lead: EO
	iii. Incorporate "Acknowledgement of Country" into all meetings as standing agenda item.	September 2022	Lead: EO
	iv. Develop "Acknowledgement of Country" plaques to place in all rooms and houses at Karinya House.	November 2022	Lead: EO Support: FAO
	v. Invite local Ngunnawal elders to deliver "Welcome to Country" at Karinya House events.	September 2022 forward	Lead: SCA Support: EO
	vi. Investigate into learning Karinya House's "Acknowledgement of Country" in Ngunnawal language.	September 2022 forward	Lead: EO Support: SCA
	vii. Display Aboriginal and Torres Strait Islander flags within Karinya House's buildings across the facility.	September 2022	Lead: EO Support: FAO



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
	In consultation with First Nations Elders, investigate naming buildings and offices within Karinya House's office site that reflect Ngunnawal, Aboriginal and/or Torres Strait Islander cultures and communities.	December 2022	Lead: SCA Support: EO
<b>7.</b> <b>Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.</b>	<b>Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.</b>		
	i. Executive and/or Board to communicate in staff messages to learn and participate in NAIDOC Week events.	June, July 2023	Lead: EO Support: FBM
	ii. Ensure NAIDOC Week is incorporated into "Cultural Awareness Training".	June, July 2023	Lead: EO Support: FBM
	iii. Develop communicate for internal staff, clients spreading awareness of NAIDOC Week information and events.	June, July 2023	Lead: EO Support: FBM
	iv. Incorporate meaning of NAIDOC Week and events into staff induction package.	June, July 2023	Lead: EO Support: FBM
	v. Share NAIDOC Week information through organisation's intranet and networks.	June, July 2023	Lead: EO Support: FBM
	<b>Introduce our staff to NAIDOC Week by promoting external events in our local area.</b>		
	i. Identify local NAIDOC Week events that staff and clients can participate in.	June 2023	Lead: EO Support: SD
	ii. Develop communicate for internal staff and clients, spreading awareness of NAIDOC Week information and events.	June, July 2023	Lead: EO Support: FBM
	iii. Engage the ACT NAIDOC Week Committee and seek how Karinya House staff can participate in local NAIDOC events.	June 2023	Lead: EO Support: FBM
	<b>RAP Working Group to participate in an external NAIDOC Week event.</b>	June 2023	Lead: EO Support: FBM





ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>8.</b> Strengthen our organisation's programs, policies and materials to be inclusive and considerate of Aboriginal and Torres Strait Islander peoples and cultures.	Develop information and practice resources to be inclusive and considerate of Aboriginal and Torres Strait Islander peoples and cultures.	December 2022	Lead: SCA Support: SD
	Develop an intranet outlining available services to specifically support and acknowledge Aboriginal and Torres Strait Islander peoples and cultures.	December 2022	Lead: SCA Support: FBM
	Create and/or review policies to reflect, acknowledge and incorporate Aboriginal and Torres Strait Islander cultures, communities and First Australians business that affect staff and/or clients that identify as Aboriginal and/or Torres Strait Islander people.	March 2023	Lead: SCA Support: EO



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>9.</b> <b>Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.</b>	<b>Support Aboriginal and Torres Strait Islander employment within our organisation.</b>		
	i. Review recruitment procedures and policies to ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants participating in our workplace.	March 2023 forward	Lead: EO
	ii. Explore into creating more "Identified" positions within Karinya House.	March 2023	Lead: EO Support: FBM
	iii. Include in all job advertisements, 'Aboriginal and Torres Strait Islander peoples are encouraged to apply.'	September 2022 forward	Lead: EO
	iv. Encourage Aboriginal and Torres Strait Islander staff to participate in higher learning for professional development.	September 2022 forward	Lead: EO
	v. Develop career progression opportunities for Aboriginal and Torres Strait Islander staff.	September 2022 forward	Lead: EO
	vi. Explore work experience opportunities for Aboriginal and Torres Strait Islander peoples.	September 2022 forward	Lead: EO Support: SCA



## OPPORTUNITIES



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>10.</b> <b>Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.</b>	<b>Encourage procurement from Aboriginal and Torres Strait Islander owned businesses.</b>		
	i. Engage and procure a local Aboriginal owned business to develop RAP in collaboration with Karinya House.	September 2022	Lead: EO
	ii. Identify Aboriginal and Torres Strait Islander business networks.	March 2023	Lead: FBM Support: SCA
	iii. Identify opportunities for Indigenous business collaboration.	September 2022	Lead: FBM Support: SCA
	iv. Explore procuring Aboriginal and/or Torres Strait Islander businesses in delivering collaborative approaches to Aboriginal and Torres Strait Islander staff and/or clients. (Budget Planning Processes)	March 2023	Lead: SCA Support: FBM
	v. Develop a Procurement Policy for Karinya House that align with the national Indigenous Procurement Policy (IPP).	March 2023	Lead: FBM
	vi. Engage and procure local Aboriginal and/or Torres Strait Islander artist to create artwork for Karinya House RAP.	September 2022	Lead: FBM Support: EO
	vii. Investigate, and if feasible, utilise Aboriginal and/or Torres Strait Islander catering.	October 2022 forward	Lead: FBM Support: FAO
	<b>Investigate Supply Nation membership and utilisation.</b>		
	i. Explore obtaining Supply Nation membership.	November 2022	Lead: FBM
	ii. Utilise Supply Nation website to identify potential Aboriginal and Torres Strait Islander businesses to procure future services.	November 2022 forward	Lead: FBM



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>11.</b> Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	Form a RWG to govern RAP implementation. (This will be the ELST including SCA.)	September 2022	Lead: EO
	Draft a Terms of Reference for the RWG.	September 2022	Lead: EO
	Establish Aboriginal and Torres Strait Islander representation on the RWG.	September 2022	Lead: EO
<b>12.</b> Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation.	September 2022	Lead: EO
	Engage senior leaders in the delivery of RAP commitments.	September 2022	Lead: EO
	Appoint a senior leader to champion our RAP internally.	September 2022	Lead: CEO
	Define appropriate systems and capability to track, measure and report on RAP commitments.	September 2022	Lead: EO
	i. Ensure the progress of RAP implementation is a standard agenda item on the regular all-staff meeting agenda.	Monthly from September 2022	Lead: EO
	ii. Ensure the progress of RAP implementation is a standard agenda item on the Committee Meeting agenda.	October 2022 forward	Lead: CEO
<b>13.</b> Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	June annually	Lead: EO
	Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.	1 August annually	Lead: EO
	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 September, annually	Lead: EO
<b>14.</b> Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	March 2023	Lead: EO

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