



SAFE WORK AUSTRALIA REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021



RECONCILIATION
ACTION PLAN

REFLECT



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

Acknowledgement of Country

Safe Work Australia (the Agency) acknowledges Australian Aboriginal and Torres Strait Islander peoples of this nation. We acknowledge the Traditional Owners of the lands in which we conduct our business. We pay our respects to Elders past, present and emerging.

We are committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

Introduction

This Reconciliation Action Plan (RAP) outlines the steps we will take to prepare our agency for reconciliation initiatives, laying the foundation for successive RAPs. We will scope and develop relationships with Aboriginal and Torres Strait Islander stakeholders, decide on our vision for reconciliation and explore our sphere of influence, before committing to specific actions or initiatives. This process will help develop future RAPs that are meaningful, mutually beneficial and sustainable.

Reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians.

Reconciliation is particularly important to us because work health and safety is intrinsically linked to positive reconciliation outcomes and the cultural safety, wellbeing and dignity of Aboriginal and Torres Strait Islander peoples. As the national policy body for work health and safety (WHS) policy, we are in a unique position to drive reconciliation through healthy, safe and productive workplaces including cultural safety for all Australians. We also understand that the unique skills, experience and insights of Aboriginal and Torres Strait Islander peoples are invaluable to the work we do.

Our business

Safe Work Australia is an Australian Government statutory agency established in 2008 under the *Safe Work Australia Act 2008* (Cth). We are a national policy body responsible for driving improvements in WHS policy and workers' compensation outcomes in Australia. Our vision is:



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

'to become an innovative world leader in improved safety and compensation outcomes in the workplace and promote healthy, safe and productive working lives for all Australians.'

To drive our vision, we work in partnership with the Commonwealth, state and territory governments, unions, industry, business, employer and worker groups, educators, academics and international organisations to:

- monitor and improve Australia's model work health and safety legislative framework
- lead national policy development on work health and safety and workers' compensation matters
- collect, analyse and share work health and safety and workers' compensation data and research
- provide guidance to manage work health and safety risks, and
- support the implementation of the *Australian Work Health and Safety Strategy 2012-2022*.

The work we do has a big impact on the lives of 12.5 million working Australians and their families. Our work has a national and international reach.

Located in one office in Canberra, we are an engaged workforce of around 100 employees that pride ourselves on our commitment to safety, diversity and inclusion. While we are proud to have taken steps to ensure a diverse and inclusive workplace, which is reflected in our positive Australian Public Service (APS) Employee Census results, we know we can do better.

We currently do not employ any Aboriginal and Torres Strait Islander staff¹ and will work towards increasing the representation of Aboriginal and Torres Strait Islander peoples in our workforce as part of our reconciliation journey.

Our RAP

As an APS agency, we are committed to ensuring our workforce reflects the diverse community we serve and that our workplace is one where every employee is able to bring their true and whole selves

¹ Based on the 2019 APS Employee Census results (83 respondents resulting in a 92 per cent response rate).



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

to work. Our Diversity and Inclusion Strategy 2020-23 sets our direction and three key priorities for diversity and inclusion:

1. be a diverse, culturally safe, confident and capable workplace
2. embed inclusive practices in the way we work, and
3. lead by example.

As part of these priorities, we are committed to developing a Reconciliation Action Plan and:

- attracting and retaining diverse employees including Aboriginal and Torres Strait Islander people and ensuring they have a positive employee experience
- building employee awareness, connection to and active engagement with diversity and inclusion, including matters that may not affect them personally, and
- developing and building a culturally safe workplace that better understands, promotes and embraces Aboriginal and Torres Strait Islander peoples and cultures.

Our vision describes what we want our agency to be, and this RAP details the actions we will take to realise this vision on our journey towards reconciliation. Our Reflect RAP aims to lay the foundation for future reconciliation initiatives and prepare for successive RAPs by exploring how our workplace can commit to reconciliation.

We understand that improving WHS outcomes in Australia is intrinsically linked with positive reconciliation outcomes and improving the cultural safety of workplaces. As the national policy body for work health and safety policy, we are in a unique position to drive reconciliation through healthy, safe and productive workplaces including cultural safety for all Australians. Our work impacts Aboriginal and Torres Strait Islander workers as well as communities, businesses and public sector organisations who engage with Aboriginal and Torres Strait Islander communities and businesses.

Our approach to reconciliation

We understand that reconciliation must be guided by the perspectives of Aboriginal and Torres Strait Islander people and will ensure we consult with Aboriginal and Torres Strait Islander people throughout our reconciliation journey.



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

We are committed to undertaking a holistic approach to reconciliation across the five dimensions: race relations, equality and equity, institutional integrity, historical acceptance and unity.² We recognise that:

- reconciliation is everyone's business and every day business
- an effective RAP is tied to the Agency's vision and values
- engagement and collaboration with other APS agencies are critical to the success of our reconciliation efforts, and
- lived experiences and insights of Aboriginal and Torres Strait Islander people including stakeholders are invaluable to improving the work we do.

² Reconciliation Australia, *The State of Reconciliation in Australia* (June 2018), at https://www.reconciliation.org.au/wp-content/uploads/2018/06/ra_stateofreconciliation_report_a4_revised-2018.pdf



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

Our partnerships/current activities

We are committed to strengthening relationships with Aboriginal and Torres Strait Islander communities and organisations. Some examples of our current activities include:

- participating in APS-wide initiatives such as the APS Indigenous Employment Programs Memorandum of Understanding, APS Indigenous Graduate Pathways Program and Jawun program
- actively looking to procure with Indigenous businesses under the Indigenous Procurement Policy
- developing and implementing our Diversity and Inclusion Strategy, which sets out our agency's direction and priorities for diversity and inclusion including a commitment to developing a RAP
- developing and promoting our Welcome to Country and Acknowledgement of Country protocols, including providing wallet-sized cards to all staff to assist them to recognise and acknowledge Aboriginal and Torres Strait Islander peoples in a consistent and meaningful way
- celebrating days of significance including National Reconciliation Week, NAIDOC Week and the International Day of the World's Indigenous Peoples through screening Indigenous short films, the 2017 National Sorry Day address and the Australian Story episode "The Choirmaster"
- supporting cultural capability and immersion activities for employees. Previous supported activities include an On Country Cultural Immersion Tour to Mt Majura with Thunderstone Aboriginal Cultural and Land Management Services, the Kaymel Gasman Cross-Cultural Workshop delivered by Bani Consultancy as well hosting the Torres Strait Regional Authority (TSRA) acting Chief Executive Officer to share her experiences and WHS challenges
- promoting Aboriginal and Torres Strait Islander events around Canberra throughout the year to staff
- attending diversity and inclusion conferences and forums to identify best practice and share learnings such as the HR Inclusion Forum, and
- promoting a number of resources on work health and safety in Aboriginal and Torres Strait Islander communities, such as the [Yolgnu and ngapaki: Getting the WHS balance right](#) video on how Yolgnu beliefs and traditions, *ngapaki* (western) practices and Australia's unique far north, all intersect to influence Aboriginal Rangers' health and safety at work, [Improving safety outcomes in remote Arnhem Land](#) video which discusses the importance of engaging with Indigenous communities to deliver culturally appropriate safety resources for workplaces, and [Djaka madagarritj'ku \(Keep safe from danger\)](#) video which raises awareness of work



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

health and safety in remote workplaces and communities by engaging community members and Traditional Owners.

Governance

The following positions and groups have specific responsibilities for implementing, maintaining and reviewing our RAP:

- The **Chief Executive Officer** is the main advocate for implementation of the RAP.
- The **Senior Executive Service (SES) Champion/s** is responsible for championing reconciliation at the executive leadership level and ensuring that it is everyone's business.
- The **Director, People Strategies** is responsible for overseeing the RAP working group and leading the development, management, review and evaluation of the RAP, as well as reporting on its progress.
- The **People Strategies section** is responsible for leading the development, management, review and evaluation of diversity and inclusion initiatives.
- The **Workplace Inclusion Network (WIN)** will be the RAP working group and responsible for informing the development, implementation and evaluation of the RAP in accordance with the WIN Terms of Reference.
- The **Reconciliation Champion/s**, as part of their role in the WIN, is responsible for championing reconciliation in the Agency and supporting the implementation of the RAP.
- All **managers** are responsible for championing diversity, inclusion and reconciliation in their teams, leading by example and setting expectations for inclusive behaviour and practices.
- All **employees** are responsible for championing diversity, inclusion and reconciliation in the Agency, respecting and actively including one another.

Contact details

For public enquiries about our RAP, please contact our People Strategies section on (02) 6240 5064 or peopleteam@swa.gov.au.



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

1. Relationships

Action	Deliverable	Timeline	Responsibility
Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations	1.1 Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.	December 2020	Director, People Strategies
	1.2 Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and other Australian Government organisations.	October 2021	Director, People Strategies
	1.3 Investigate how other Australian Government organisations, including small agencies, consult with Aboriginal and Torres Strait Islander businesses.	September 2021	Director, People Strategies
Build relationships through celebrating National Reconciliation Week (NRW)	1.4 Circulate Reconciliation Australia's NRW resources and reconciliation materials with our staff.	May 2021	Reconciliation Champion/s, supported by People Strategies section



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

	1.5	RAP Working Group to participate in an external NRW event.	27 May – 3 June 2021	Reconciliation Champion/s, supported by the Workplace Inclusion Network
	1.6	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	27 May – 3 June 2021	Reconciliation Champion/s, supported by the Workplace Inclusion Network
Promote reconciliation through our sphere of influence	1.7	Communicate our commitment to reconciliation to all staff.	November 2020	Chief Executive Officer
	1.8	Identify external stakeholders that our organisation can engage with on our reconciliation journey.	January 2021	Director, People Strategies
	1.9	Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	January 2021	Director, People Strategies
Promote positive relationships through anti-discrimination strategies	1.10	Research best practice and policies in areas of race relations and anti-discrimination.	October 2021	Director, People Strategies
	1.11	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	September 2021	Director, People Strategies



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

2. Respect

Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning

- | | | | |
|-----|---|---------------|---|
| 2.1 | Review and promote our Diversity and Inclusion Strategy to help increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation. | November 2020 | Reconciliation Champion/s, supported by People Strategies section |
| 2.2 | Conduct a review of cultural learning needs within our organisation, ranging from cultural awareness to cultural capability, confidence and immersion activities. | December 2020 | Director, People Strategies |
| 2.3 | Review and promote cultural awareness, capability and immersion training in our Agency. | January 2021 | Director, People Strategies |

Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols

- | | | | |
|-----|---|---------------|---|
| 2.4 | Develop an understanding of the local Traditional Owners of the lands and waters within our organisation's operational area / office. | January 2021 | Director, People Strategies |
| 2.5 | Increase our understanding of the purpose and significance behind cultural protocols, including Acknowledgment of Country and Welcome to Country protocols and integrating them into our day to day work. | December 2020 | Reconciliation Champion/s, supported by the Workplace Inclusion Network |

Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week

- | | | | |
|-----|---|--------------------------|---|
| 2.6 | Raise awareness and share information amongst our staff about the meaning of NAIDOC Week. | November 2020, July 2021 | Reconciliation Champion/s, supported by People Strategies section |
|-----|---|--------------------------|---|



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

- | | | | |
|-----|--|--------------------------|---|
| 2.7 | Introduce our staff to NAIDOC Week by promoting external events in our local area. | November 2020, July 2021 | Reconciliation Champion/s, supported by People Strategies section |
| 2.8 | RAP Working Group to participate in an external NAIDOC Week event. | November 2020, July 2021 | Co-chairs, Workplace Inclusion Network |

3. Opportunities

Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development

- | | | | |
|-----|---|---------------|-----------------------------|
| 3.1 | Review and promote our Diversity and Inclusion Strategy for Aboriginal and Torres Strait Islander employment opportunities within our organisation and within the broader APS. | January 2021 | Director, People Strategies |
| 3.2 | Build understanding of Aboriginal and Torres Strait Islander staffing, including barriers to employment, attraction and retention, to inform employment and professional development opportunities. | December 2020 | Director, People Strategies |

Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes

- | | | | |
|-----|--|----------------|--|
| 3.3 | Internally and externally promote our procurement from Aboriginal and Torres Strait Islander owned businesses. | September 2021 | Procurement Officer, Legal and Procurement section |
| 3.4 | Maintain, review and promote our Supply Nation membership to investigate how we can better support supplier diversity. | September 2021 | Procurement Officer, Legal and Procurement section |



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

3.5	Monitor and review procurement spending with Aboriginal and Torres Strait Islander owned businesses.	September 2021	Procurement Officer, Legal and Procurement section
-----	--	----------------	--

4. Governance

Maintain an effective working group to drive the governance of the RAP.

4.1	Designate and promote the Workplace Inclusion Network as the working group to govern RAP implementation.	November 2020	SES Champion/s for diversity and inclusion
-----	--	---------------	--

4.2	Establish Aboriginal and Torres Strait Islander representation on the RAP Working Group.	November 2021	Workplace Inclusion Network, supported by the SES Champion
-----	--	---------------	--

4.3	Review and promote the Workplace Inclusion Network Terms of Reference to reflect its role as the RAP working group.	November 2020	Director, People Strategies
-----	---	---------------	-----------------------------

4.4	Internally promote our Reconciliation Champion/s.	November 2020	Workplace Inclusion Network, supported by the SES Champion
-----	---	---------------	--

Provide appropriate support for effective implementation of RAP commitments

4.5	Define resource needs for RAP implementation.	November 2020	Director, People Strategies
-----	---	---------------	-----------------------------

4.6	Engage senior leaders in the delivery of RAP commitments.	November 2020	Director, People Strategies section
-----	---	---------------	-------------------------------------



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

	4.7	Define appropriate systems and capability to track, measure and report on RAP commitments.	November 2020	Director, People Strategies
Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally	4.8	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	September 2021	Director, People Strategies section
Continue our reconciliation journey by developing our next RAP	4.9	Register via Reconciliation Australia's website to begin developing our next RAP.	June 2021	Director, People Strategies section

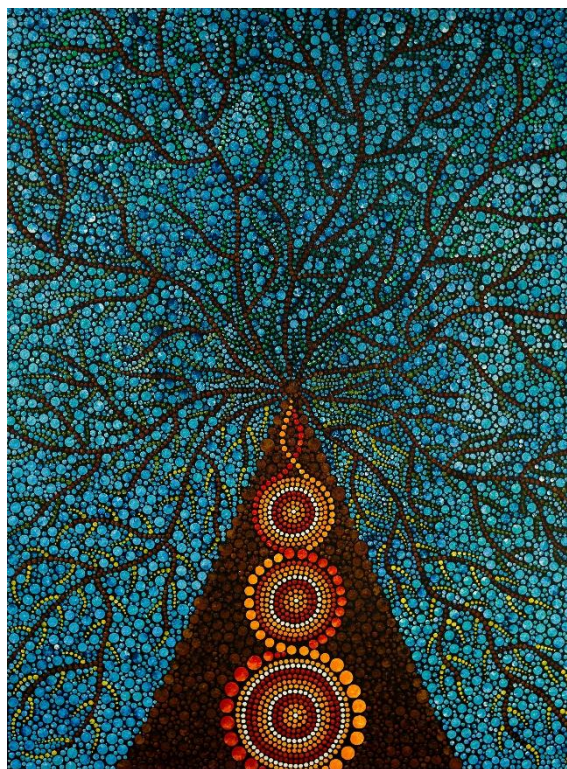
Contact details

For public enquiries about our RAP, please contact our People Strategies section on (02) 6240 5064 or peopleteam@swa.gov.au.



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021



Reflective Growth (July 2020)

Acrylic on canvas
30 inches X 40 inches

Reflective Growth was commissioned for Safe Work Australia's (SWA) inaugural Reflect Reconciliation Action Plan (RAP). The overall concept is from the view of standing at the base of a tree looking up. The tripartite partnership that SWA operates in is represented by the trunk of the tree which, because of the shape formed when you look up, resembles that of a triangle.

A tree's trunk acts as a distributor to carry nutrients from the roots through to the branches. In the context of SWA, it drives national policy development on WHS and workers' compensation matters for all Australian workers. The nine sets of branches with varying shades of green leaves represents the WHS regulators in the jurisdictions (the Commonwealth and the States and Territories) who facilitate SWA's national reach to influence and shape healthier, safer and productive workplaces for all Australians. SWA's tripartite membership is represented by the subtly larger dots on the trunk outline, while the smaller dots represent the Agency staff who support SWA's 15 Members.

The reconciliation journey that SWA is embarking on is represented by the three circles within the tree, representing the three key elements of a RAP - relationships, respect and opportunities. SWA's commitment is represented by the two interlocking lines surrounding the circles. The varying shades of blue represent the sky and the concept of no limits which ties in with the growth that organisations experience when they implement a RAP.



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021



About the artist - Sarah Richards

Sarah is a contemporary self-taught Aboriginal artist and tributes her artistic growth to other Aboriginal artists such as Dhala Dreaming on the Gold Coast and the artists at the Burrunjju Gallery in Canberra. For many years Sarah struggled with the desire to paint whilst not feeling truly comfortable doing so. Sarah has often been questioned about her heritage due to her lighter skin along with the non-traditional colours and stories of her paintings. Sarah's great grandmother was part of the Stolen Generation and was taken to Cootamundra Girls Home, and as a result, the traditional stories and methods of her mob were not able to be passed down. Despite this, Sarah has continued to research her mob and has found information about traditional words which she uses when they relate to her paintings. In early 2017, Sarah chose to make peace with her lack of knowledge of traditional stories, and instead has chosen to move forward with telling her own stories and incorporating them into her artwork. Sarah also enjoys interpreting other peoples' and organisational journeys and turning them into personal pieces of artwork.

The meaning behind Marrawuy Journeys

Marrawuy (Mar-ra-way) in Sarah's ancestors' language of the Wongaibon people means Red Kangaroo. She has a family tree that shows that the totem of one of her ancestors was a Red Kangaroo. This is one of the reasons she has chosen to go by Marrawuy Journeys but the other is the fact that a Kangaroo can't jump backwards. This resonates strongly with her because no matter what challenges Sarah is thrown, she keeps moving forward



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021



Reconciliation Australia CEO statement

Reconciliation Australia welcomes Safe Work Australia to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

Safe Work Australia 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 over 2.3 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.



REFLECT RECONCILIATION ACTION PLAN

November 2020 – November 2021

This Reflect RAP enables Safe Work Australia 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 Safe Work Australia 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