



**RECONCILIATION
ACTION PLAN**

INNOVATE



**SKILLINVEST INNOVATE
RECONCILIATION ACTION PLAN**

JULY 2020 – JULY 2022

SKILLINVEST

INNOVATE RECONCILIATION ACTION PLAN

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ACKNOWLEDGEMENT OF FRONT PAGE ARTIST

"The Goanna" 2015

Jordan Secombe

Wotjobaluk

JORDAN SECOMBE, a proud Wotjobaluk man based in Horsham has always had a love for artwork and grew up drawing things he liked or saw with the closest grey lead or biro. At 17 years of age Jordan discovered a talent for traditional artwork when he was inspired by a lad who had ties to the Wotjobaluk people and paints in the style of his mob from the Northern Territory. It was the dot method within his paintings that he particularly liked and incorporated it into his piece titled "Goanna".

The "Goanna" was Jordan's first completed artwork and was commissioned by Skillinvest as artwork for their first Reconciliation Action Plan. The "Goanna" was a modern contemporary take on the native Goanna with some traditional tones incorporated. The Goanna is of significance to his local community and also associated with Goolum Goolum Aboriginal Cooperative.



Since completing his first painting Jordan has gone on to learn more about the traditional artwork of his people and you will see his work now contains more lines and drawings rather than dots as this is traditionally the style for Wotjobaluk people.

Jordan currently paints as a hobby but when asked if he would pursue it further Jordan said never say never!



Acknowledgement of Country

Skillinvest Limited acknowledges the Australian Aboriginal and Torres Strait Islander peoples of this nation.

We acknowledge the First Peoples of the lands on which our organisation is located and where we conduct our business. We pay our respects to Ancestors and Elders, past, present and emerging.

Skillinvest is 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.



A Message from the CEO

On behalf of Skillinvest Limited, I am delighted to see our organisation continue its reconciliation journey and to present our second Innovate RAP. Through the development of an Innovate RAP, Skillinvest continues to turn good intentions into positive actions, aiming to build higher trust, lower prejudice, and restore pride in Aboriginal and Torres Strait Islander cultures as well as create employment and training opportunities for Aboriginal and Torres Strait Islander peoples.

Through implementing an Innovate RAP, Skillinvest will strengthen its approach to driving reconciliation through its business activities, services and programs, and develop mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders. We look forward to embedding and expanding our own shared approach to reconciliation.

Skillinvest embraces this journey with open hearts and minds and hope to grow from the challenges and to build on our joint successes with the Traditional Custodians of the lands in which we operate.

I would like to take this opportunity to extend my thanks to our three RAP Working Groups and the RAP Committee for their advice, support and enthusiasm throughout our RAP journey. The consultation process has been thorough and our external working group and committee members have shown a tireless dedication to the task which Skillinvest genuinely appreciates.

Darren Webster
CEO
Skillinvest



Scope of Operations



OUR VISION FOR RECONCILIATION

Skillinvest has a long history of working collaboratively with Aboriginal and Torres Strait Islander peoples. Through education, training and employment opportunities, Skillinvest's vision is to ensure all Aboriginal and Torres Strait Islander people are provided with an opportunity to be educated, trained and employed.

We understand that opportunities, relationships and respect are required to deliver measurable and meaningful outcomes with Aboriginal and Torres Strait Islander individuals and communities.

We will ensure our staff are aware of and promote Aboriginal and Torres Strait Islander histories, cultures and achievements.

OUR BUSINESS

Skillinvest is a leading provider of employment and training services across Victoria and beyond. Our key delivery areas are apprenticeships and traineeships through the group training model, accredited training in many trade and community service areas and agricultural training through Longerenong College. The organisation also delivers many specialist programs in employment and training for specific regions or target groups.

A commitment to quality and governance across all facets of our business is critical to the development and growth of a strong sustainable business. Strong community partnerships and networks are important to Skillinvest to reach goals with all the communities we operate within. Skillinvest currently employs approximately 130 staff across 7 locations and over 400 apprentices and trainees through the group training model. Currently there are two First Nations people employed on staff with 38 Aboriginal and/or Torres Strait Islander apprentices/trainees employed.

Skillinvest believe that building strong, meaningful and respectful partnerships with Aboriginal and Torres Strait Islander peoples and communities is fundamental to achieving our goals for reconciliation, including increasing the number of Aboriginal and Torres Strait Islander staff in our organisation and the overall workforce.



Our RAP

The Reconciliation Action Plan covers Skillinvest and its departments, including Longerenong College. Skillinvest is committed to improve workplace diversity and equity and to achieve equal representation of women, men and LGBTQIA people across the workplace. The organisation undertakes and is committed to establishing proactive strategies and targets to achieve diversity and equity in the workplace.

Our Internal RAP Champions include the CEO, Executive Assistant to the CEO, General Manager Metro, General Manager Regional, a Group Training Consultant, Projects Coordinator and the Indigenous Employment Officer who have worked in conjunction with other staff and the Skillinvest RAP working groups to develop the document.

The Skillinvest Reconciliation Action Plan (RAP) is about creating respectful relationships and successful outcomes between Aboriginal and Torres Strait Islander peoples and other staff within our organisation and the broader community. It formalises Skillinvest's contribution by identifying actions, timelines, responsibilities and targets in four areas – relationships, respect, opportunities and governance. The RAP has been developed by working groups including internal staff and Aboriginal and Torres Strait Islander membership.

The Skillinvest RAP will be reviewed and reported on annually to Reconciliation Australia.

The development of the first Skillinvest RAP commenced in 2014 when the organisation decided to update its internal Aboriginal Employment Policy and it was suggested by an external body that the organisation would be more effective in developing a RAP. Once Skillinvest investigated the RAP it was decided this was the appropriate way for us to go forward to reach our full potential as an organisation working with Aboriginal and Torres Strait Islander communities. Our first RAP specifically targeted the Wimmera area of our business. Through the development and implementation of our first RAP, Skillinvest achieved many key outcomes, including:

- **Fostering greater links with Aboriginal and Torres Strait Islander Communities in the Wimmera region, including generating new formal and informal partnerships with Aboriginal and Torres Strait Islander businesses and organisations.**
- **Winning the 2016 Wurreker Award in the Public Sector Employer category, for the development and delivery of an innovative school-based pilot traineeship program designed for Aboriginal and Torres Strait Islander youth across Victoria.**

- **Being granted a four-year Jobs Victoria contract to employ Aboriginal and or Torres Strait Islander Peoples as school based trainees within Victorian Police stations, plus a brokerage program for adult Aboriginal and Torres Strait Islander peoples to be employed in traineeships with host employers.**
- **Increasing the number of Aboriginal and Torres Strait Islander peoples our organisation employs, to now be 1.5% of staff, and 10% of apprentices and trainees.**
- **Formally creating and commencing partnerships with organisations such as Indigenous Employment Partners**

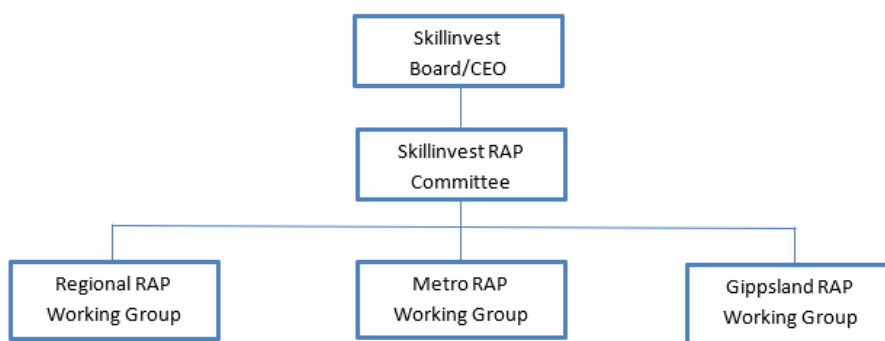
- **Employment of Aboriginal and Torres Strait Islander peoples within our internal staff, something that we had tried previously however had not been successful with.**
- **All internal staff completing face-to-face Cultural Awareness Training within the RAP period.**

Skillinvest has decided to develop a second Innovate RAP to continue to build on reconciliation with Aboriginal and Torres Strait Islander peoples and to extend the RAP to include all geographic areas within Victoria that our business operates in (rather than just the Wimmera region). In 2018 we commenced working towards a new Innovate RAP, encompassing all facets and regions of our business. The first step of this was establishing RAP Working Groups in each geographic location (Gippsland and Dandenong) which were based on our original Wimmera Working Group.



Our RAP Structure and Team

The Skillinvest Governance structure for the Reconciliation Action Plan is as follows:



The internal team representing various parts of the business is led by the CEO with three working groups from the Wimmera, Greater Dandenong (Metro) and Gippsland regions. These working groups include external Aboriginal and Torres Strait Islander representatives, including:

WIMMERA (REGIONAL) WORKING GROUP:

- Community Services Manager, Goolum Goolum Aboriginal Co-Operative
- Community Education Officer, Goolum Goolum Aboriginal Co-Operative
- Koorie Engagement Support Officer, Service Support Brand, Department of Education & Training Koorie Education Workforce x 2.
- Aboriginal Liaison Officer, Wimmera Health Care Group

DANDENONG (METRO) WORKING GROUP:

- Koorie Engagement Support Officer, Service Support Brand, Department of Education & Training Koorie Education Workforce
- Elders in the community x 2
- Skillinvest Aboriginal and Torres Strait Islander group training trainee

GIPPSLAND WORKING GROUP:

- Chairperson, Regional Aboriginal Justice Advisory Group,
- Chairperson, East Gippsland Indigenous Family Violence Regional Action Group
- Member, East Gippsland Indigenous Family Violence Regional Action Group
- Aboriginal Community Liaison Officer, Victoria Police
- Aboriginal and Torres Strait Islander community role model

Each working group has been set up to meet quarterly and is administered by the Executive Assistant to the CEO, to ensure consistency across meetings. There is a Terms of Reference document which outlines roles and responsibilities of the working groups and the overarching Skillinvest RAP Committee. A standard agenda across all working groups includes actions towards achieving RAP goals and also individual agenda items relating to local topics. The CEO is a member of each working group.

Each working group has representation on an overarching Skillinvest RAP Committee (of at least one Aboriginal and Torres Strait Islander persons, and one Skillinvest staff representative) and contributes to the development, implementation and outcomes of the RAP document.

The Skillinvest RAP Committee includes the following members:

Darren Webster	Chief Executive Officer, Skillinvest
Kylie Pickering	Executive Assistant to the CEO, Skillinvest
Glen Pohner	Regional General Manager, Skillinvest
Dale Gemmell	Metro General Manager, Skillinvest
Katrina Harrison	Indigenous Employment Consultant, Skillinvest
John Gorton	Wimmera (Regional) Working Group representative
Ashcka Woods	Dandenong (Metro) Working Group representative
Kevin Murray	Gippsland Working Group representative



Testimonials

"I have been on Skillinvest RAP committee in Horsham since its inception and since that time Skillinvest have worked hard to ensure that they treat the Aboriginal and Torres Strait Islander community with fairness and respect when it comes to recruitment and retention of Aboriginal and Torres Strait Islander trainees and apprentices. A lot of work has gone into ensuring that Skillinvest employees also understand what is cultural safety and the issues that the Aboriginal community face."

John Gorton
Wotjobaluk
Community Services Manager
Goolum Goolum Aboriginal Co-operative

"Katrina Harrison is a champion for Indigenous communities. She has been driving and leading the Indigenous Employment Program in Gippsland and has successfully placed more than 60 job seekers into sustainable employment opportunities. She has demonstrated professionalism, accountability and reliability."

Naish Gadani and Howard Stobbo
Skillinvest Projects Coordinator, and Apprenticeship Consultant



1. Relationships

It is important to Skillinvest to build strong relationships and networks with Aboriginal and Torres Strait Islander peoples, to develop trust and respect for each other to enable us to work together in supporting Aboriginal and Torres Strait Islander peoples into employment through training, apprenticeships, traineeships and general employment.



ACTION	DELIVERABLES	RESPONSIBILITY	TIMELINE
1.1 Raise internal and external awareness of our RAP to promote reconciliation across our business and sector	1.1.1 Develop and implement a strategy to communicate our RAP to all internal and external stakeholders.	GM Metro	31 Mar 2021
	1.1.2 Promote reconciliation through ongoing active engagement with all stakeholders.	GM Metro	31 Mar 2021
	1.1.3 New Skillinvest website upgrade and other social media to include a more prominent Aboriginal and Torres Strait Islander page for promotion of activities, good news stories and employment and training opportunities.	CEO	31 Dec 2020
1.2 Develop new and maintain existing relationships with Aboriginal and Torres Strait Islander communities to	1.2.1 Identify the communities/cooperatives/Traditional Land Owner groups which Skillinvest should be developing relationships and partnerships with in the Metro and Gippsland regions).	RAP Working Groups Chair	31 Dec 2020

increase employment and training opportunities for these communities.	1.2.2	Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders.	EA to CEO	31 Dec 2020
	1.2.3	Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement.	CEO	31 Dec 2020
1.3 Promote positive race relations through anti-discrimination strategies.	1.3.1	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	People and Culture Manager	30 Jun 2021
	1.3.2	Review our Skillinvest Equal Employment Opportunity (which includes anti-discrimination) Policy on a bi-ennial basis as per the Policy Review Schedule and update as necessary.	CEO	31 Dec 2020
	1.3.3	Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our Equal Employment Opportunity (anti-discrimination policy).	CEO	31 Dec 2020
	1.3.4	Educate senior leaders on the effects of racism.	People and Culture Manager	31 Dec 2020
1.4 Induction of all new employees to include an overview of the Skillinvest RAP to ensure the document is known to staff, understood and followed.	1.4.1	Induction package to include Skillinvest RAP or access to RAP on the extranet.	CEO	30 Jun 2021
	1.4.2	Skillinvest RAP to be presented at full staff meetings at all locations as a form of inducting all existing staff.	CEO	31 Dec 2021
	1.4.3	Conduct a Public Launch of the 2020-2022 Skillinvest Innovate Launch.	EA to CEO	31 Mar 2021
1.5 Build relationships through celebrating National Reconciliation Week (NRW).	1.5.1	Annually, hold Skillinvest organised NRW event(s) that staff and the general public will be invited to.	EA to CEO	27 May – 03 June 2021, 2022
	1.5.2	Register our NRW event via Reconciliation Australia's NRW website.	EA to CEO	27 May-03 June 2021, 2022
	1.5.3	Support an external NRW event.	CEO	27 May-03 June 2021, 2022
	1.5.4	Ensure our RAP Committee members participate in an external event to recognise and celebrate NRW.	EA to CEO	27 May - 03 June 2021 & 2022
	1.5.5	Encourage staff to participate in external events to recognise and celebrate NRW.	CEO	27 May - 03 June 2021, 2022



2. Respect

Respect for Aboriginal and Torres Strait Islander peoples and cultures is important to Skillinvest to gain the respect in return as a source of genuine high quality employment and training services for Aboriginal and Torres Strait Islander peoples.



ACTION	DELIVERABLES	RESPONSIBILITY	TIMELINE
2.1 Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	2.1.1 Conduct a review of cultural learning needs within our organisation.	CEO	30 Jun 2021
	2.1.2 Consult Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy	CEO	30 Jun 2021
	2.1.3 Provide opportunities for RAP Working Group and RAP Committee members, Managers and other key staff to participate in formal and structured cultural learning.	CEO	30 Mar 2021
	2.1.4 Introduce face to face cultural awareness training for new Skillinvest employees (dependent on number of new staff).	GM Metro/GM Regional	30 Jun 2021
	2.1.5 Conduct cultural training on an annual basis for Skillinvest Staff provided by representatives from Aboriginal and Torres Strait	EA to CEO	30 Dec 2020 (annually)

		Islander communities to skill our staff with awareness and understanding of Aboriginal and Torres Strait Islander customs, cultures and traditions.		
	2.1.6	Maintain subscriptions to Aboriginal and Torres Strait Islander newspapers and have in tea room for staff to read and be informed on achievements, employment opportunities, events, human interest stories, etc.	EA to CEO	31 Mar 2021
	2.1.7	Provide link on extranet to appropriate Aboriginal and Torres Strait Islander websites as part of cultural training and awareness.	GM Metro	31 Dec 2021
	2.1.8	Investigate introducing an Online Short Course for all Staff that provides an introduction to the complex nations of Australia's First Peoples and outlines important information on Aboriginal & Torres Strait Islander peoples and cultures.	People and Culture Manager	30 Jun 2021
	2.1.9	Develop, implement and communicate a cultural learning strategy for our staff.	People and Culture Manager	30 Jun 2021
2.2 Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols	2.2.1	Review and ensure correct wording/best practice wording of a protocol document for Skillinvest, and communicate this to all staff through the Extranet.	EA to CEO	31 Dec 2020
	2.2.2	In consultation with local communities identify at least one significant event each year which a Traditional Owner will be invited to provide a Welcome to Country.	CEO	31 Dec 2020
	2.2.3	Provide Acknowledgement of Country at all Skillinvest events with customers.	CEO	31 Dec 2020
	2.2.4	As part of Cultural Awareness Training, raise awareness and understanding of the meaning and significance behind Acknowledgement of Country and Welcome to Country protocols (including and local cultural protocols).	CEO	31 Mar 2021
	2.2.5	Ensure senior management and leadership teams are well informed and able to respond to Welcome to Country ceremonies and to deliver Acknowledgment of Country.	CEO	31 Dec 2020
	2.2.6	Include an Acknowledgement of Country at the commencement of all important internal and external meetings.	CEO	31 Dec 2020
	2.2.7	Encourage staff to include an Acknowledgement of Country at the commencement of all meetings.	CEO	31 Dec 2020
	2.2.8	Acknowledgement of Country on a plaque to be displayed at each Skillinvest site (Horsham, Dandenong and Longerenong sites)	CEO	31 Mar 2021

2.3 Participate, Promote and build respect by celebrating the following significant events <ul style="list-style-type: none"> • NAIDOC week • Other locally recognised events • National Sorry Day • The Long Walk • Dreamtime at the G 	2.3.1	Provide opportunities for Aboriginal and Torres Strait Islander employees to celebrate and participate in local significant events, including at least one NAIDOC Week event.	GM Metro and GM Regional	July 2021, 2022
	2.3.2	Encourage RAP Working Group, RAP Committee and Skillinvest employees to be involved in significant events.	CEO	July 2021, 2022
	2.3.3	Ensure Cultural leave for Aboriginal and Torres Strait Islander employees is provided (refer to Skillinvest Enterprise Agreement 2019, Clause 57– Aboriginal and Torres Strait Islander Ceremonial Leave). Review and monitor on an annual basis.	CEO	May annually
	2.3.4	Review HR policies and procedures to ensure there are no barriers to staff participating in NAIDOC Week.	CEO	30 Sept annually
2.4 Make Skillinvest offices and locations a culturally safe workplace for Aboriginal and Torres Strait Islander community members to ensure they are comfortable in approaching and working with our organisation.	2.4.1	Engage an external consultant to complete a cultural safety assessment in each of our corporate offices in Dandenong and Horsham.	CEO	30 Jun 2021
	2.4.2	Investigate a contribution such as a painting or some form of artwork created by a local Aboriginal Traditional Custodian or potentially involving Aboriginal and Torres Strait Islander Students for an artwork idea/project for display at corporate offices (Horsham, Dandenong and Longerenong).	CEO	31 Dec 2021
	2.4.3	Ensure continual display of Aboriginal and Torres Strait Islander flags at each corporate office (Horsham, Dandenong and Longerenong)	EA to CEO	31 Mar 2021



3. Opportunities

Providing employment and training opportunities for all people including Aboriginal and Torres Strait Islander peoples, organisations and communities is important to our organisation, its vision and core purpose.



ACTION	DELIVERABLES	RESPONSIBILITY	TIMELINE
3.1 Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	3.1.1 Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment opportunities.	CEO	31 Dec 2020
	3.1.2 Develop an Aboriginal and Torres Strait Islander Employment and Training strategy for Skillinvest, with targets for specific Skillinvest locations.	CEO	30 Jun 2022
	3.1.3 Engage with Aboriginal and Torres Strait Islander staff to consult on employment strategies, including professional development opportunities.	GM Metro	30 Jun 2021
	3.1.4 Review HR procedures and policies to ensure barriers to Aboriginal and Torres Strait Islander employees are able to be addressed.	EA to CEO	30 Sept 2021

	3.1.5	Engage with Aboriginal and Torres Strait Islander communities and consult on employment and training strategies.	CEO	30 Sept 2021
	3.1.6	Send a copy of all vacancies weekly to Aboriginal and Torres Strait Islander communities within our sphere of influence, including relevant noticeboards, where appropriate.	GM Regional	Review Jan 2021, 2022
	3.1.7	Target key clients to assist in increasing Aboriginal and Torres Strait Islander employment numbers.	GM Metro/GM	30 Jun 2021
	3.1.8	Aim to employ 1 Aboriginal and/or Torres Strait Islander staff member at each major office (Horsham and Dandenong), plus our current Indigenous Employment Officer at Gippsland.	Regional CEO	31 Dec 2021
	3.1.9	Assist other organisations within the community to develop their Indigenous Employment Strategy. Assist through sharing our own experiences and offering our services.	GM Regional	30 Jun 2020
3.2	Identify Apprenticeship and traineeship opportunities for Aboriginal and Torres Strait Islander peoples to increase numbers of Aboriginal and Torres Strait Islander young people engaging in meaningful employment and training.			
	3.2.1	Develop a referral pathway for external organisations such as Aboriginal Cooperatives (and others) for work experience, apprenticeships and traineeships.	GM Regional	31 Mar 2021
	3.2.2	Work with students from primary school through to secondary school to promote opportunities of careers through apprenticeships and traineeships. This will be through meetings set up through local Aboriginal and Torres Strait Islander organisations (such as cooperatives) and also from referrals from our own Aboriginal and Torres Strait Islander staff.	GM Regional	30 Jun 2021
	3.2.3	Develop and introduce job sharing opportunities between members of our RAP Working Groups, Skillinvest and other networks and partners.	GM Regional	30 Jun 2021
	3.2.4	Work with Koorie Engagement Support Officers (KESO's) and schools to promote Aboriginal and/or Torres Strait Islander traineeships and apprenticeships for identified potential school leavers from year 9 up.	GM Regional	31 Mar 2021
	3.2.5	Identify, access and support Aboriginal and Torres Strait Islander students to attend employment and training events such as Try-a-Trade and road shows. Support to be financial sponsorship of transport and associated costs.	GM Regional	31 Dec 2020

	3.2.6	Ensure at the Western District Careers Expo that current Skillinvest Aboriginal and/or Torres Strait Islander Trainees and Apprentices are encouraged to attend and speak with all students not only Aboriginal and/or Torres Strait Islander students about their experience.	GM Regional	31 Dec 2020
3.3 Sponsor Aboriginal and Torres Strait Islander groups and organisations that lead to education and employment outcomes	3.3.1	Continue to Investigate sponsorships and report back to the RAP Committee for their input on options.	Bus. Devel. Coord	31 Mar 2021
	3.3.2	Develop a criteria and budget allocation for Aboriginal and Torres Strait Islander sponsorship.	Bus. Devel. Coord	31 Mar 2021
	3.3.3	Investigate a Skillinvest RAP Banner being created for use at forums and careers expos.	Bus Devel. Coord	31 Mar 2021
	3.3.4	Investigate opportunities to support scholarships for Aboriginal and Torres Strait Islander Students	Bus Devel. Coord	30 Jun 2021
3.4 Promote success stories of Aboriginal and Torres Strait Islander apprentices/trainees from internal or external to the Skillinvest Group and promote these through various mediums to highlight their success.	3.4.1	Promote good news success stories about Aboriginal and Torres Strait Islander peoples in apprenticeships and traineeships particularly those Skillinvest is assisting through the Jobs Victoria VicPol and Brokerage programs.	Bus Devel. Coord	31 Mar 2021
	3.4.2	Use our website as a means of promotion of good news stories, on the specific Aboriginal and Torres Strait Islander page but also in the general pages.	Bus Devel. Coord CEO	30 Jun 2021 31 Mar 2021
	3.4.3	Work with network of associations and governments to access any promotional money for promoting success stories.	GM Regional	30 Jun 2021
	3.4.4	Promote success stories in schools through face to face contact with students through careers expos, parent/teacher nights, resume building classes, mock interviews, jobseeker registration days and individual meetings (if required, organised by the school), to encourage secondary school students to take on apprenticeships and traineeships -	Bus Devel. Coord	30 Sept 2021
	3.4.5	Promote career paths and success stories of past Skillinvest employees through the media (if appropriate), utilising as guest speakers to younger Aboriginal and Torres Strait Islander students and via our website .	Bus. Devel. Coord	30 Sept 2021
3.5 Increase awareness of services provided by Skillinvest for Aboriginal and Torres Strait Islander consumers to allow	3.5.1	Skillinvest to develop Aboriginal and Torres Strait Islander targeted information including brochures and specific presentations to cooperatives and the community on services provided. Information will also be available on our website.	Bus Devel. Coord	31 Mar 2021

full utilisation of these services.

3.6 Investigate opportunities to increase supplier diversity within our organisation to include Aboriginal and/or Torres Strait Islander businesses/community supporters.	3.6.1	Develop specific information on our website and ensure management and staff raise awareness where possible of Aboriginal and Torres Strait Islander suppliers who Skillinvest has partnerships with.	Bus Devel. Coord	31 Mar 2021
	3.6.2	Investigate becoming a member of Supply Nation.	Bus Devel. Coord	31 Mar 2021
	3.6.3	Educate staff about using Aboriginal and Torres Strait Islander businesses.	CEO	31 Dec 2020
	3.6.4	Develop at least one commercial relationship with an Aboriginal and Torres Strait Islander business.	CEO	30 Jun 2022
	3.6.5	Maintain our registration with Social Traders. (2 yr member)	Bus. Devel. Coord	30 Jun 2021
	3.6.6	Review and update procurement policies and procedures to ensure there are no barriers for procuring goods and services from Aboriginal and Torres Strait Islander businesses.	CEO	30 Jun 2021
	3.6.7	Develop and communicate to staff a list of Aboriginal and Torres Strait Islander businesses that can be used to procure goods and services.	Bus Devel. Coord	30 Sept 2021



4. Governance

ACTION	DELIVERABLES	RESPONSIBILITY	TIMELINE
4.1 Establish and maintain an effective RAP Committee and Working Groups to drive implementation and deliverables of the RAP	4.1.1 Maintain Aboriginal and Torres Strait Islander representation on the RWG.	EA to CEO	31 Dec 20, 21
	4.1.2 Establish and apply a Terms of Reference for the RWG	CEO	31 Dec 2020
	4.1.3 Meet at least four times per year to drive and monitor RAP implementation.	EA to CEO	Feb, May, Jul, Oct annually
	4.1.4 The overarching RAP committee to have one Aboriginal and Torres Strait Islander member from each working group, and also one internal staff member from each working group.	CEO	31 Dec 20, 21
4.2 Provide appropriate support for effective implementation of RAP commitments	4.2.1 Define resource needs for RAP implementation.	CEO	31 Dec 2020
	4.2.2 Engage our Senior Managers and other staff in the delivery of RAP commitments.	CEO	31 Dec 2020
4.3 RAP Working Groups (RWG) monitor RAP development and implementation of actions, tracking progress and reporting.	4.3.1 RAP Working Group (RWG) oversees the development, endorsement and launch of the RAP.	CEO	30 Sept 2020
	4.3.2 Meet at a minimum of least twice per year (with 4 scheduled meetings annually) to monitor and report on RAP implementation and outcomes.	EA to CEO	Quarterly scheduled meetings – Feb, May, July, Oct

	4.3.3	Each working group (Wimmera, Dandenong and Gippsland) will have at least one Aboriginal and Torres Strait Islander representative from a local organisation external to Skillinvest.	CEO	30 Sept 2020
	4.3.4	Ensure Aboriginal and Torres Strait Islander peoples are represented on the RWG.	CEO	30 Sept 2020
	4.3.5	Review and update Terms of Reference for the RWG.	CEO	30 Sept 2020
4.4	4.4.1	Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.	EA to CEO	30 Sept annually
	4.4.2	Report RAP progress to all staff and senior leaders quarterly.	CEO	Quarterly, 2020, 2021
	4.4.3	Publicly report our RAP achievements, challenges and learnings.	Bus Devel Coord	30 Dec annually
	4.4.4	Investigate participating in the RAP Barometer.	EA to CEO	30 May 2022
4.5	4.5.1	Register via Reconciliation Australia's website to begin developing our next RAP	EA to CEO	31 Jan 2022

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